Boardmaker Software Family

User's Guide

Version 6



The building blocks for learning
and human expression.

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Mayer-Johnson LLC
P.O. Box 1579
Solana Beach, CA 92075-7579
U.S.A.

Phone: (800) 588-4548 or (858) 550-0084
Fax: (858) 550-0449

Web: www.mayer-johnson.com
E-mail: mayerj@mayer-johnson.com

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Introduction

Printed User's Guide

This user's guide was written to support version 6 of the complete Boardmaker Software Family (BSF) of products: Boardmaker (BM), Boardmaker Plus! (BM Plus) and Boardmaker with Speaking Dynamically Pro (BM with SDP).



Boardmaker is the premiere software among clinicians, SLPs, and educators for creating printed symbol-based communication and educational materials. Boardmaker is a drawing program combined with a graphics database featuring more than 4,500 Picture Communication Symbols (PCS). Boardmaker is the backbone of the BSF because its complete set of features is part of both BM Plus and BM with SDP.



Boardmaker Plus! allows you to bring the static BM activities to life and make your computer an interactive student-learning and speaking tool. Featuring the ability to talk, play recordings, move between boards and interact with buttons on the screen, BM Plus allows you to create interactive books, worksheets, schedules, basic communication, learning games and more, all of which can be adapted to each student's needs.



Boardmaker with Speaking Dynamically Pro is for power users and high-level AAC needs. With the addition of word prediction, abbreviation expansion and the high quality RealSpeak® voices, plus all the capabilities of BM Plus, BM with SDP will turn your computer into a speech output device and a powerful learning tool.

This manual is divided into two parts. The first part focuses on the features provided within Boardmaker and the use of these features. All the information in this part of the manual applies to all the BSF products. The second part focuses on the interactive features of BM Plus and BM with SDP and their use. This part of the manual does not apply to Boardmaker. To help you identify the chapters that apply to the BSF product you purchased, product icons (shown above) will appear at the beginning of each chapter and in specific sections within a chapter as necessary.

In Program Help

Note: The in- program help will be updated as necessary via free downloadable program updates available at the Mayer-Johnson website (www.mayer-johnson.com) or via the on-line updater (**Start** menu > **All Programs** > **Mayer-Johnson** > **Check for Updates**).

System Requirements

The system requirements to run version 6 in Windows are:

- Windows 2000 or higher
- 512 Mb RAM
- 400 Mb free disk space

Where to Get Additional Support

If you have access to the Internet, you can get support online at:

http://www.mayer-johnson.com
e-mail: support@mayer-johnson.com

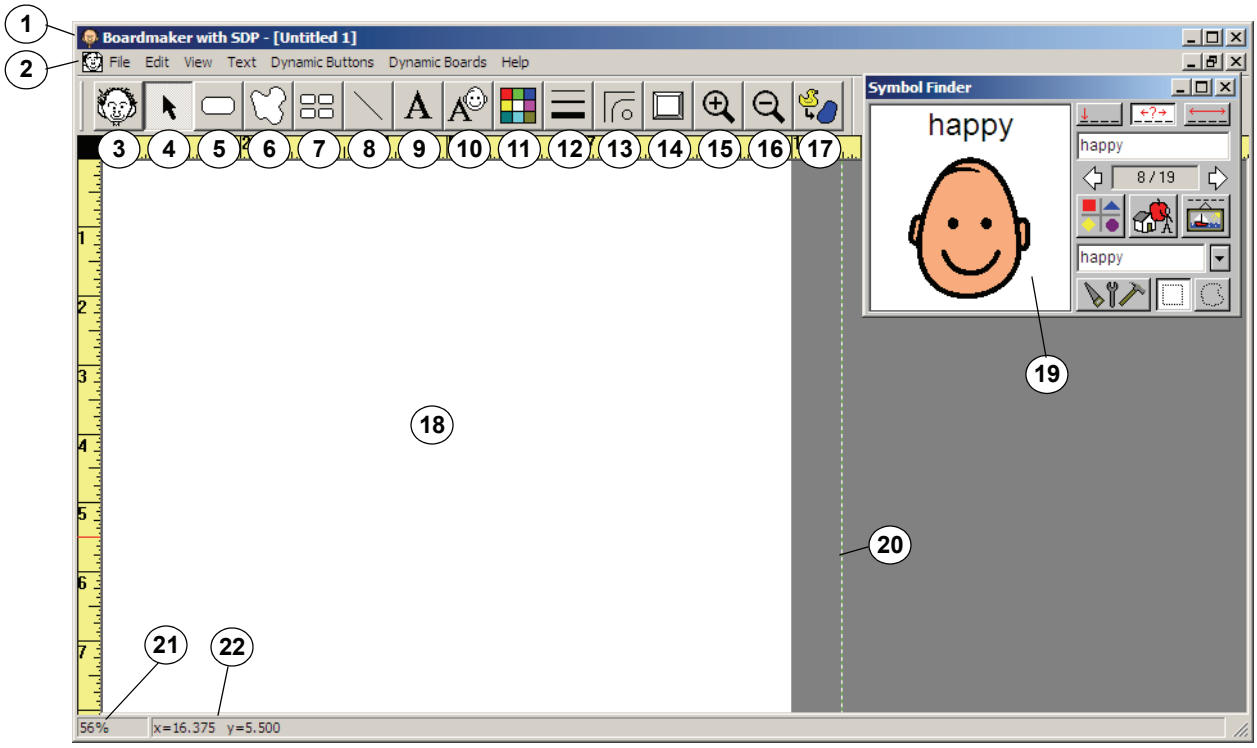
Answers to frequently-asked questions will appear under the Support link at the top of the Mayer-Johnson home page. If you don't find the answer to your question there, you may send an e-mail with your technical support question to our office for a prompt response.

If you don't have Internet access, you may call our office for assistance:

Mayer-Johnson
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Hours: 8:00 - 4:00 Pacific Time
Fax: (858) 550-0449

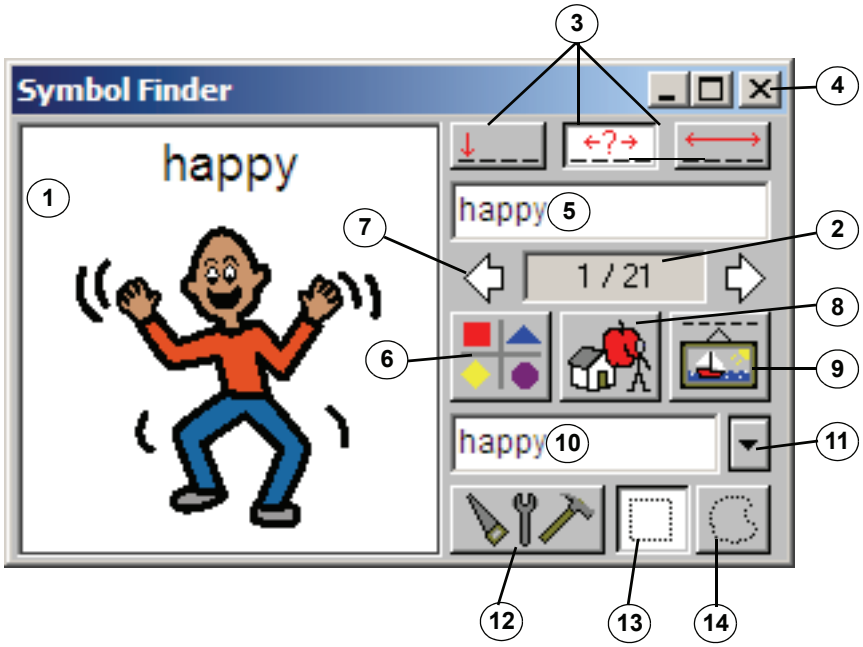
To assist us in quickly answering your questions, please be ready to provide computer and system information, as well as the application version number (on startup screen). It is extremely helpful if you can call when you are in front of the computer.

Program Window at a Glance



1. **Title Bar**
2. **Menu Bar**
3. **Symbol Finder Tool (Ctrl + F)**
   Makes the Symbol Finder window visible
4. **Pointer Tool (Ctrl + F1)**
   Selects buttons, text, graphics, etc
5. **Button Tool (Ctrl + F3)**
   Creates buttons for symbols and pictures
6. **Freeform Button Tool(Ctrl + F7)**
   Create freeform or polygon buttons
7. **Button Sprayer Tool (Ctrl + F2)**
   Sprays out button copies to make a grid
8. **Line Tool (Ctrl + F4)**
   Draws lines
9. **Text Tool (Ctrl + F5)**
   Insert and edit text
10. **Symbolate Tool**
    Creates a button in which symbols will appear as text is typed
11. **Color Tool**
    Displays a color palette to set the color of buttons, text, graphics, and backgrounds
12. **Thickness Tool**
    Displays a palette of line thickness options
13. **Corner Tool**
    Displays a palette of button corner options
14. **Shadow Tool**
    Toggles 3-D button shadows
15. **Zoom In**
16. **Zoom Out**
17. **Movable Button Tool**
    Create Movable\Destination button pairings
18. **Board Workspace**
19. **Symbol Finder Window**
    Searches for symbols
20. **Page Break Indicator**
    Displays where printed page breaks will occur
21. **Board Magnification Indicator**
    Displays the current view magnification
22. **Dynamic Help**
    Displays helpful information relative to the pointer position and action being performed

Symbol Finder at a Glance



1. **Current Symbol**
2. **Current Symbol Number**
   Displays the current and total matching symbols
3. **Symbol Name Search Options**
   Begin Word, Anywhere, Whole Word
4. **Minimize, Maximize & Close Buttons**
5. **Search Text Field**
   Finds a symbol from a full or partial name
6. **Display Thumbnail View (Ctrl + T))**
   Display thumbnails of matching symbols
7. **Previous/Next Symbol Arrows**
   Steps through the symbols or thumbnail screens
8. **Select Categories Button (Ctrl + L)**
   Selects the symbol categories to search
9. **Symbol Names Button**
   Adds an alternate name or category to a symbol
10. **Alternate Symbol Name Field**
    Replaces a symbol name with a new name
11. **Alternate Symbol Names List**
    Displays a list of alternate names to select
12. **Symbol FinderSettings Button**
    Changes various Symbol Finder settings
13. **Selection Marquee**
    Selects a rectangular region to copy
14. **Selection Lasso**
    Selects a freeform region to copy

Note: Pop-up descriptions of each button appear when you position the pointer on them and pause briefly.

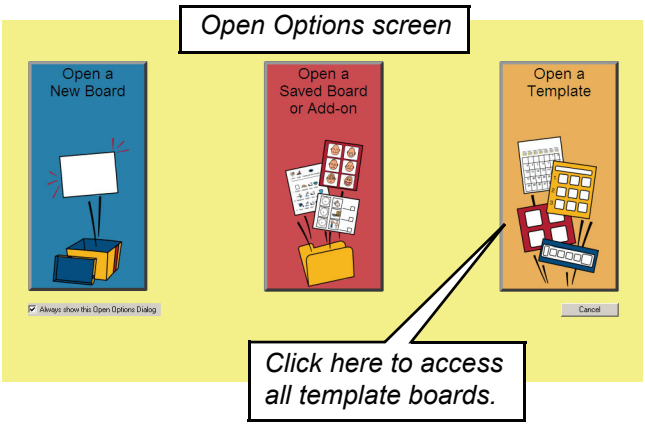
Exploring the Templates and Sample Boards

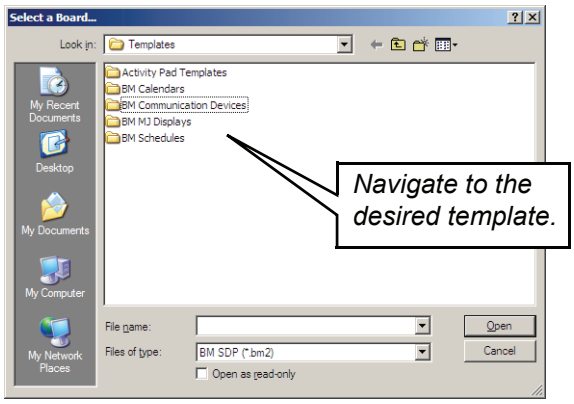
Templates for Printing BM BM+ SDP

All of the Boardmaker Software Family products come with over 325 print templates. Templates for calendars and schedules and most communication devices are provided in the **Templates** folder.

The templates can be accessed by clicking on the **Open a Template** button on the open options screen that appears when you first launch the program or when you choose **File > Open** (**Ctrl + O**).

Note: The templates are "read only" files and will open as "untitled" boards. This prevents the template from accidentally being overwritten.





Interactive Templates (not included with Boardmaker) BM+ SDP

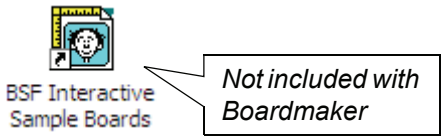
Boardmaker Plus! and Boardmaker with Speaking Dynamically Pro come with over 600 sample boards, designed to demonstrate how the features and symbols can be applied to cover a range of curricular areas, provide communication and language support, assist in the development of functional living skills, and more. The activities are designed to provide a range of applications that target ability levels that vary from early childhood through adulthood. Please take some time to explore the sample boards to help you gain an understanding of the features presented throughout this reference manual.

Boardmaker Plus! and Boardmaker with Speaking Dynamically Pro both have a **Use** mode and a **Design** mode. The **Use** mode will allow you to interact with your boards. The **Design** mode is for creating and editing boards, buttons and actions. The program can be put in the **Use** mode by pressing **Ctrl + U,** and then return to the **Design** mode by pressing **Esc** or **Ctrl + D**.

1

Starting the Program in the Use Mode on the Main Sample Board

Double-click the **BSF Interactive Sample Boards** icon on your desktop. This will launch the program, open the main board for the interactive samples, and place the program in the **Use** mode.



You may now proceed to the next section, or review the alternate steps below.

---------- **OR** ----------

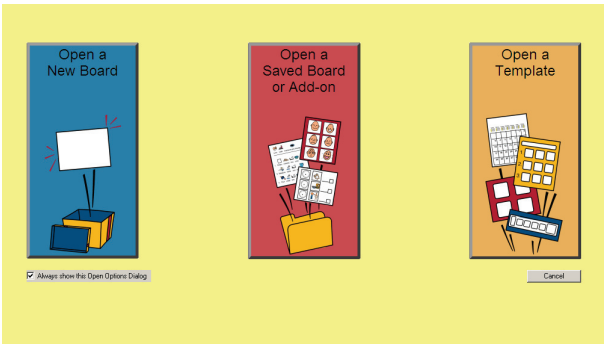
Opening the Main Sample Board from within the Program

Launch the program by double-clicking on the appropriate icon on your desktop or select the program within the **Start** menu (**Start > All Programs > Mayer-Johnson**).



2

Click the **Open a Template** button.

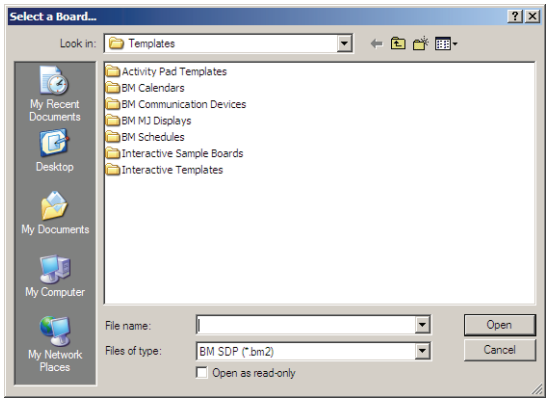


3

The **Select a Board** dialog will display the contents of the **Templates** folder.

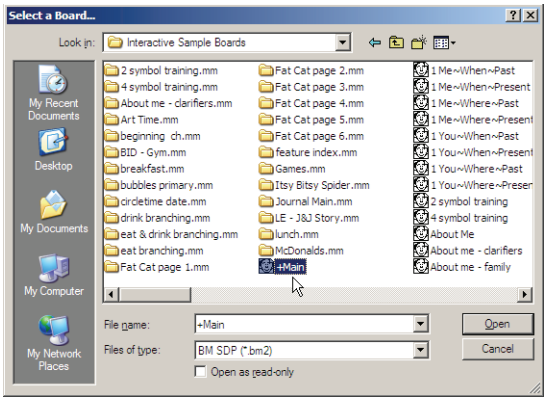
Double-click the **Interactive Sample Boards** folder.

Note: You will find the templates for printing in the folders that start with "**BM**," although you can print any of the interactive boards in the "**BM Plus**" folders as well.



4

Double-click the **_Main board.bm2** to open it. This board gives you access to over 600 sample boards.

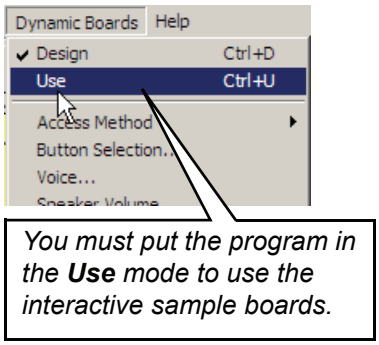


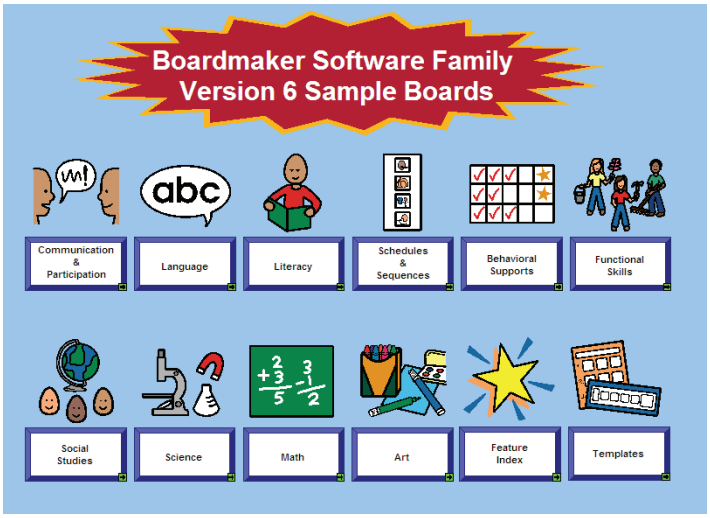
5

You will need to put the program in the **Use** mode to explore the sample boards.

Choose **Dynamic Boards** > **Use** or press **Ctrl + U**. Click the buttons to explore different sample boards. The "Main" button in the bottom left corner of each board will bring you back to the main board.

Press the **Esc** key or press **Ctrl + D** to return to the **Design** mode.





Working with AdaptedLearning.com

The AdaptedLearning website is a powerful resource from Mayer-Johnson that allows users of the Boardmaker Software Family (BSF) of products to share adapted learning materials with other users. *AdaptedLearning.com* offers a variety of content and implementation resources, provided through downloadable files, news, and information. Membership is free.

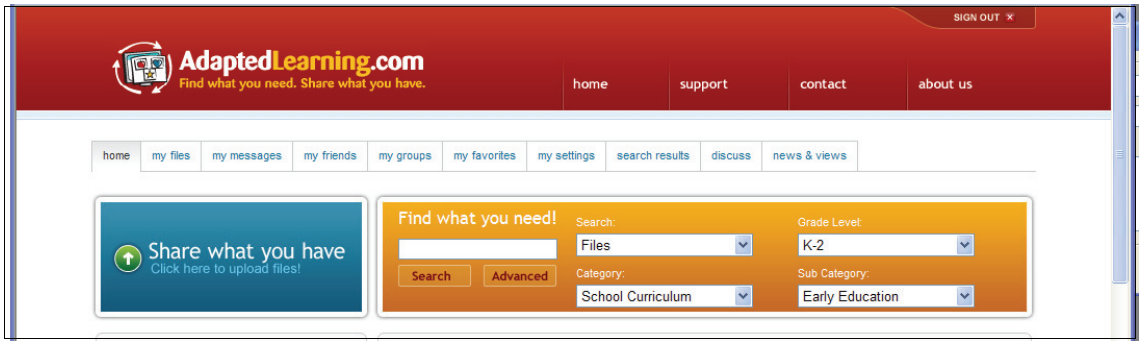
To get started, in the **Help** menu, select **Visit the AdaptedLearning Sharing Site**, and follow the onscreen instructions to register. Once you have registered, you can search for boards in any topic area, upload the boards you have created and access them from any computer with an Internet connection, share your boards with other users, and start or join a group of colleagues with whom you can share resources. Adapted Learning also offers advice, tips, and training.

Following are brief instructions for searching for files, downloading files, and uploading your files to AdaptedLearning. Refer to the Support area of the AdaptedLearning website, which offers detailed help and step-by-step instructions to access all of the features available on the website.

Searching for Files on AdaptedLearning

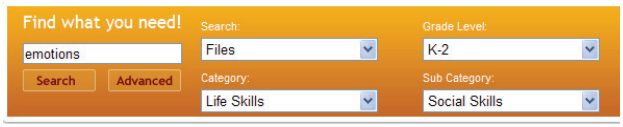
A ***Find what you need*** search box is available on most of the pages of the AdaptedLearning website. You can perform a simple or advanced search of all of the BSF files available to share on the website.

After you find a file on Adapted Learning, you cannot use that file in your BSF program until you download it to your computer. You can either immediately download the file to your computer, or you can copy it to your ***My Files*** page and download it later.



1

In the ***Find what you need*** search box, type in a keyword, or keywords, to help identify the type of file for which you are searching.

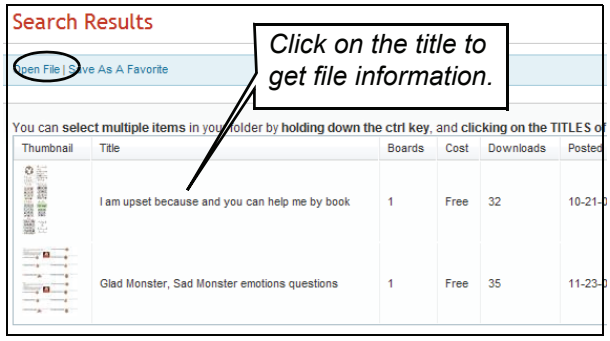


NOTE: If you want to further define your search, use the drop-down lists in the search box to select a category and grade level for your search.

2

When you have selected all of your search options, click **Search**. The files that meet your search criteria will be listed in a new ***Search Results*** pane.

To find detailed information on any file listed in the ***Search Results*** pane, click on the file's title to highlight it, then click **Open File** in the command bar at the top of the ***Search Results*** pane.

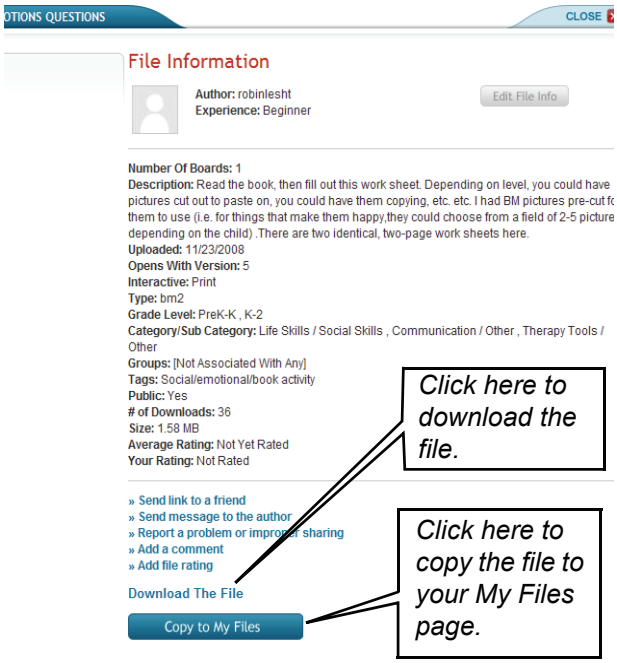


3

If you decide you want to save a copy of the file to your ***My Files*** page on AdaptedLearning, click the **Copy to My Files** button.

NOTE: You will only be able to use interactive files if you are using Boardmaker Plus or Boardmaker with Speaking Dynamically Pro. If you are using Boardmaker, you may want to select only "Print" files to save and download.

If you decide you want to download the file immediately, click on **Download the File**. The ***Save As*** dialog will open. Navigate to the folder on your computer where you want to save the file and click **Save**.



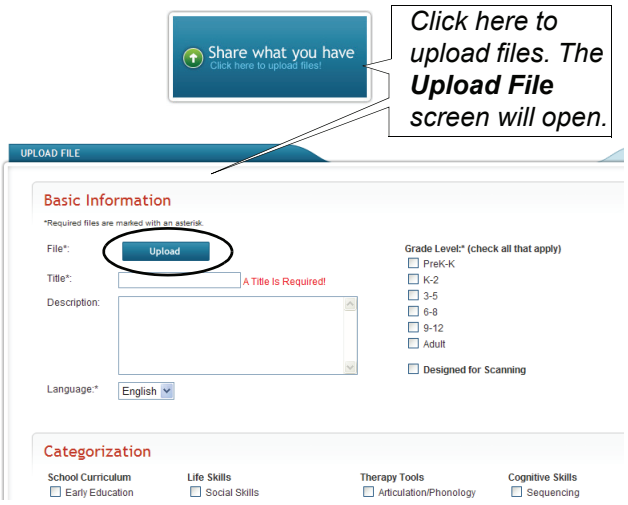
Uploading your Files to AdaptedLearning

The files you upload to the AdaptedLearning website will be available on your ***My Files*** page for you to access from any computer with an Internet connection, and, if you wish, you can share your files with other members of AdaptedLearning.

1

Click the **Share what you have** button at the top of any page on the AdaptedLearning website. The ***Upload File*** screen will open.

Click the **Upload** button. The ***Upload File*** screen will open.



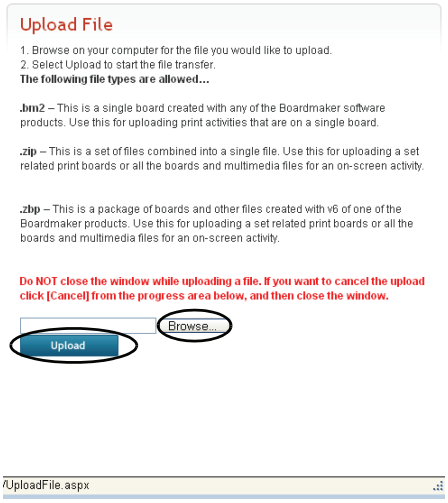
2

Click the **Upload** button on the ***Upload File*** screen.

Click the **Browse** button on the ***Upload File*** dialog that appears and select the file you want to upload.

NOTE: Refer to the Support area of the AdaptedLearning website for instructions for creating *.zip* and *.zbp* files.

Click **Upload**. When the file has uploaded, you will be returned to the ***Upload File*** screen.

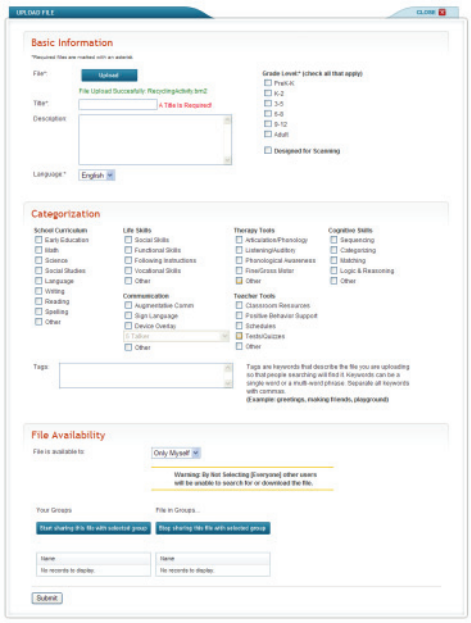


3

Type in the title and a short description of the file in the *Basic Information* area of the ***Upload File*** screen. Choose the appropriate grade levels.

Check the applicable boxes in the *Categorization* area, and type in keywords to describe the file to other users.

Finally, designate to whom you want the file to be available. Use the drop-down list to choose whether the file will be available to all users, to a group, or only to yourself.

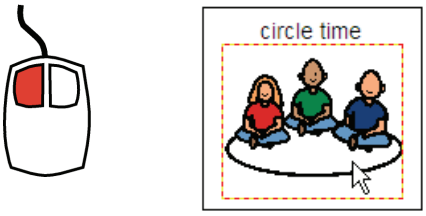


Basic Mouse Skills

As with any modern software program, it is important to be familiar with basic mouse skills. This is especially important with a drawing program like Boardmaker. Here is a quick review of the basic mouse skills that are used repeatedly throughout this user's guide.

Click

Press the left mouse button to select buttons, text, graphics, and lines within the program. This is typically done with the **Pointer Tool**.



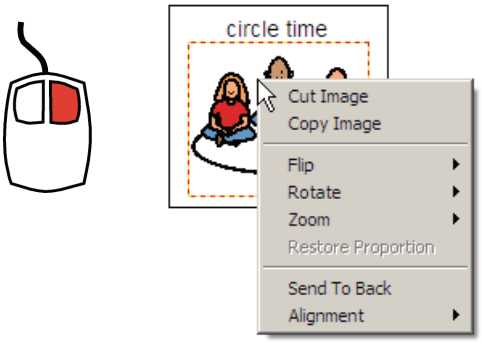
Click to select items like symbols.

Right-click

Press the right mouse button to access contextual menus and perform special functions. This is typically done with the **Pointer Tool**.

Right-clicking on most items will provide access to contextual (right-click) menus containing commands that are specific to the item or items that are selected. The contextual menus provide a quick way to perform common tasks like copying, pasting, aligning, setting properties, and much more.

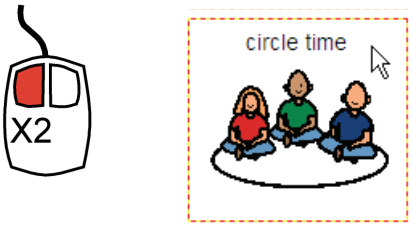
Note: Some advanced program commands are only available in the contextual menus.



Right-click to access the contextual menu for items.

Double-click

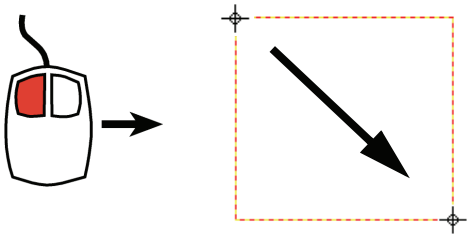
Click twice, quickly, with the left mouse button to open buttons and displays so that actions can be assigned or settings changed. This is typically done with the **Pointer Tool**. (BM Plus and BM with SDP only)



Double-click on a button to assign it actions (BM Plus & BM with SDP only.)

Click and Drag

Click and hold the left mouse button down while moving the mouse in the appropriate direction. Click and drag is used with a variety of tools to select, draw and move objects or items.

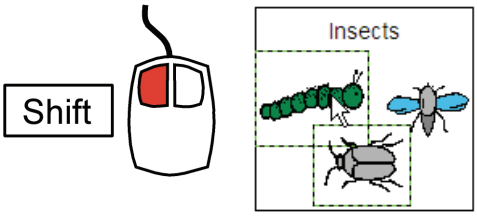


Click and drag to draw a button or move items around.

Shift-click

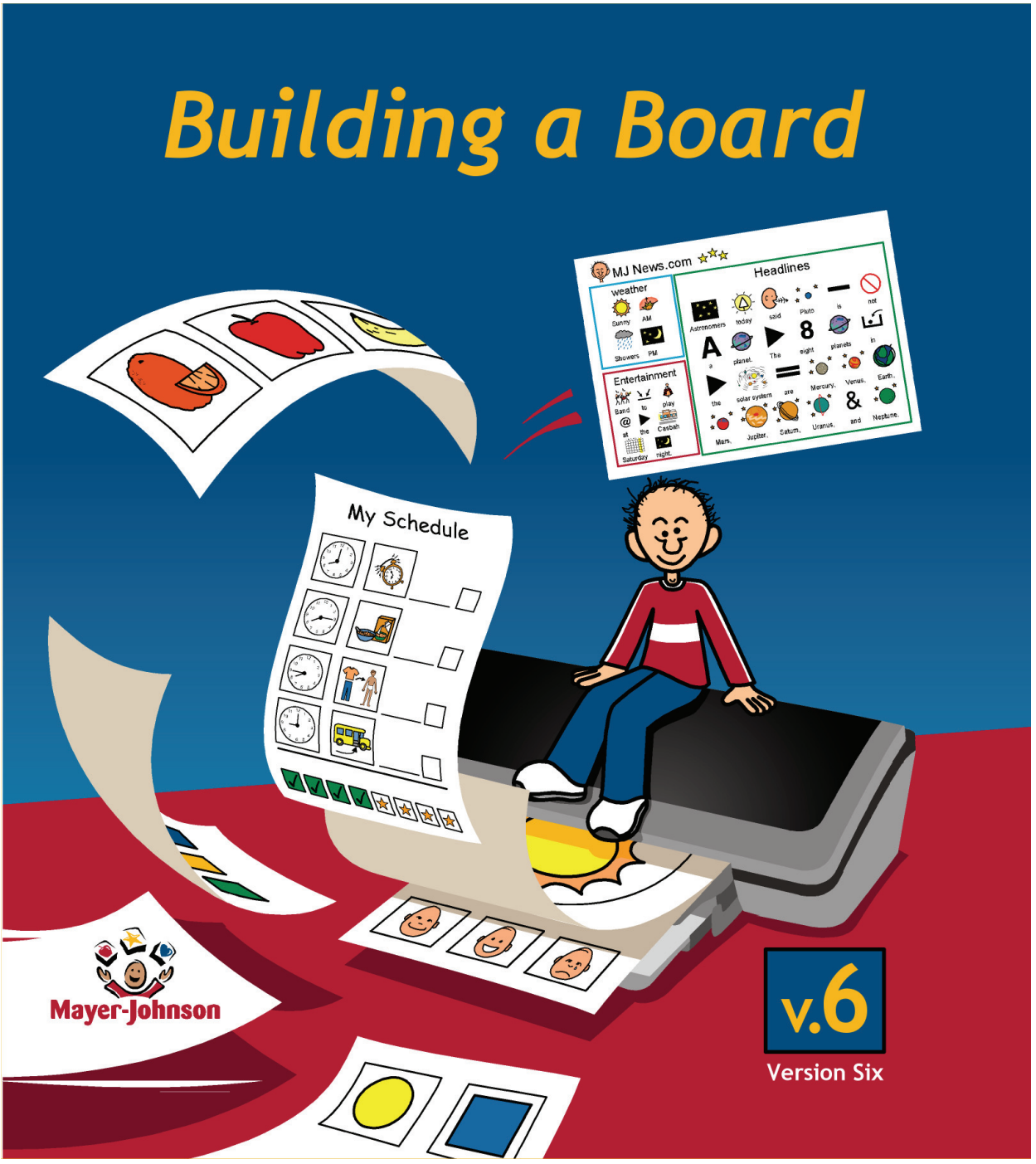
Click on the first item, hold the **Shift** key down, and then click on the next item or items. You can use Shift-click to select multiple items or buttons. Each item you Shift-click will be added to the selection group. Shift-click an item that is part of a selection group to de-select it.

Note: You can not select buttons and items at the same time. They are mutually exclusive.



Shift-click on items to add them to the selection group.

Building a Board



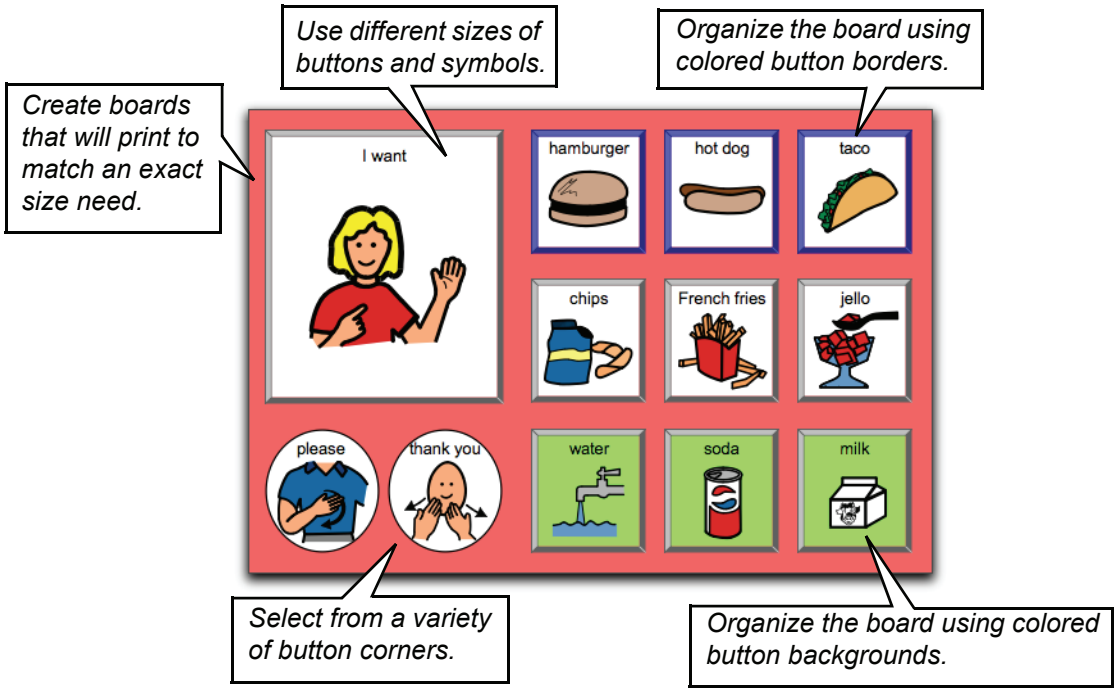
Chapter 1
Building a Board and Working with Its Appearance

Chapter Overview BM BM+ SDP

When creating a new communication board, it is important to understand how to properly orient and size a board for printing, create a grid of buttons, and manage boards within the drawing window. You will also learn how to change the color, shape, and size of the buttons on a board which helps to organize its content and makes it easier for the user to understand.

The following topics will be covered:

- Setting the board size
- Working with multiple board windows
- Creating a grid of buttons
- Adjusting button gap spacing
- Changing the appearance of the buttons
- Clearing symbols and text from selected buttons
- Creating a multi-page board
- Resizing a board's window
- Adjusting the Sprayer Tool gap spacing
- Drawing a line on a button or board



Setting the Correct Paper and Board Size

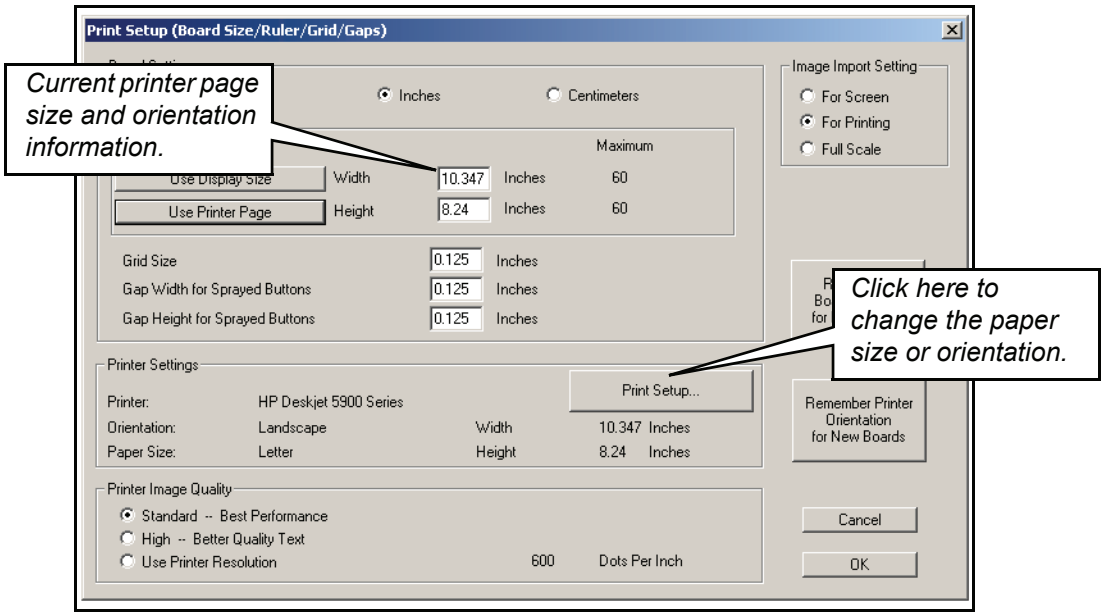
1

The first step in creating a new board is to determine its size. You will need to tell the program how big of a workspace you will need and what size paper you will be using in your printer.

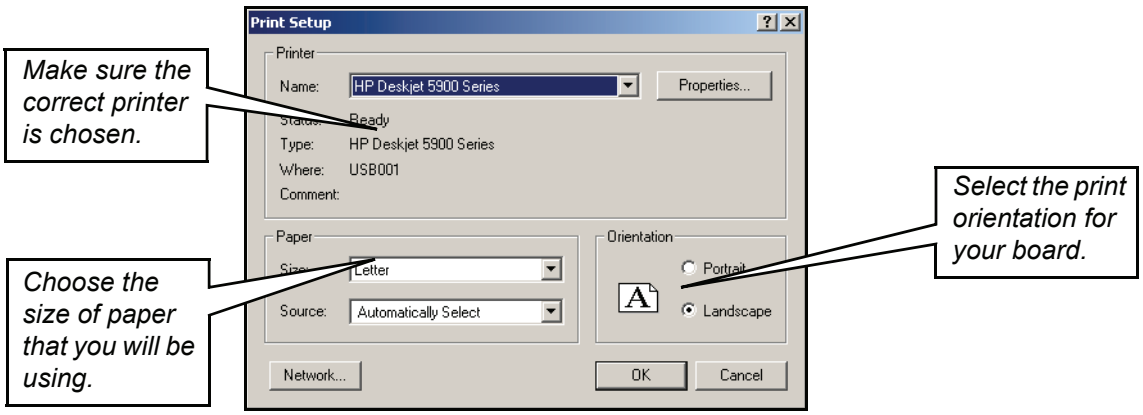
Printer Setup

The printer settings for paper size and orientation should be set for a board before you enter the dimensions for a board size. This will help you create boards that print on a single piece of paper.

Choose **File > Print Setup (Board Size/Ruler/Grid/Gaps)**. Check the current printer settings for the proper paper size and orientation. If the paper size or orientation is not correct, click the **Print Setup** button.



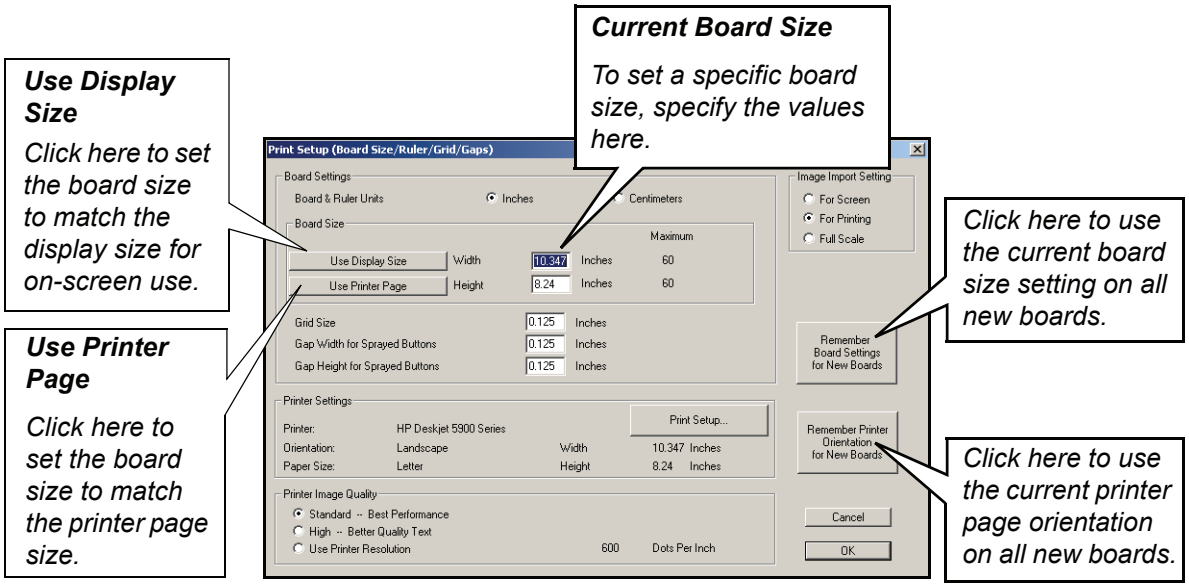
2



Make sure the paper size you will be using is selected, then set the print orientation for your board. Click **OK** when finished.

3

Setting the Board Size



Typically, you will click the **Use Printer Page** button to make the board size match the printable area for the paper size and orientation you previously set. (In the next section you will learn to work with multi-page boards.) Click **OK** when finished.

Note: The printable area for a specific paper size and orientation can vary from one printer to the next. You may need to adjust the board size if you try printing this board on a different printer.

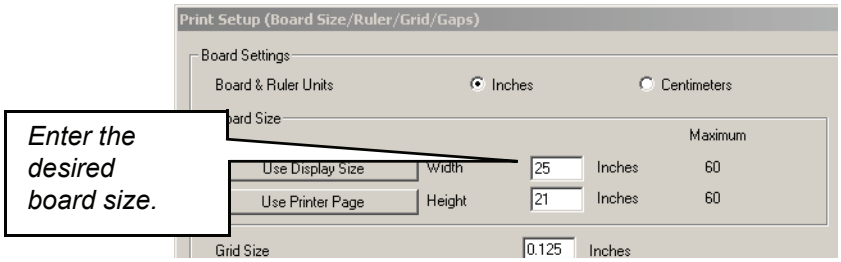
Tip: **Setting a Default Board Size and Printer Page Setting for All New Boards**

If you will be making a lot of boards that need to be the same size, i.e., a set of boards for a specific device or activity, you will want to use the "Remember" buttons on the right side of the Print Setup screen above. You may click on one or both of these buttons to automatically apply the current board size and/or printer page orientation settings to any new board you create.

Creating Multi-Page Boards

You have the option to create boards that can span multiple sheets of paper. Creating multi-page boards allows you to support larger communication devices or make poster-sized communication boards.

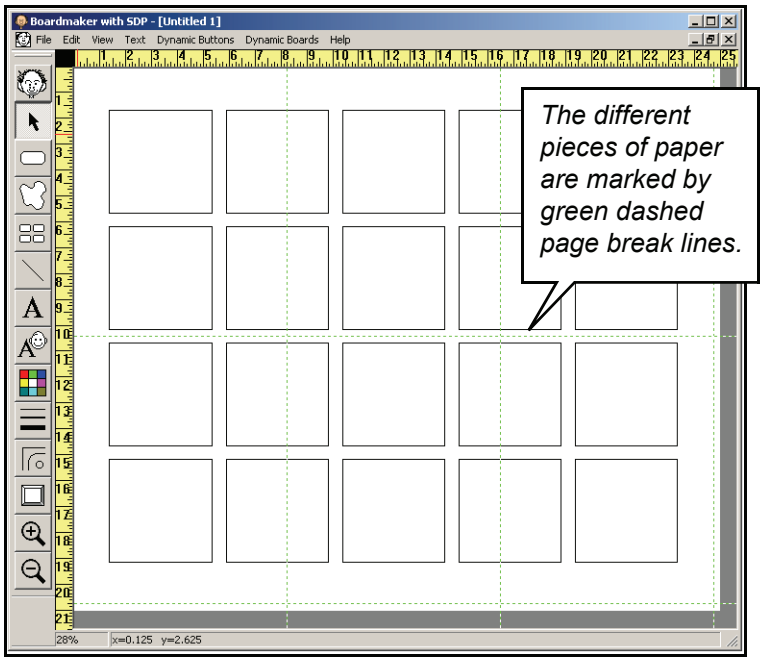
1



Choose **File > Print Setup (Board Size/Ruler/Grip/Gaps)**. Check the current printer settings for the proper paper size and orientation. If not correct, click the **Print Setup** button.

In the **Width** and **Height** boxes shown above, enter the desired dimensions for the board up to the values listed under **Maximum**. Click **OK** when finished.

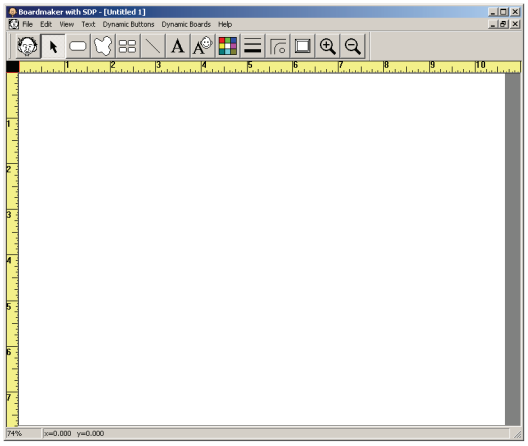
2



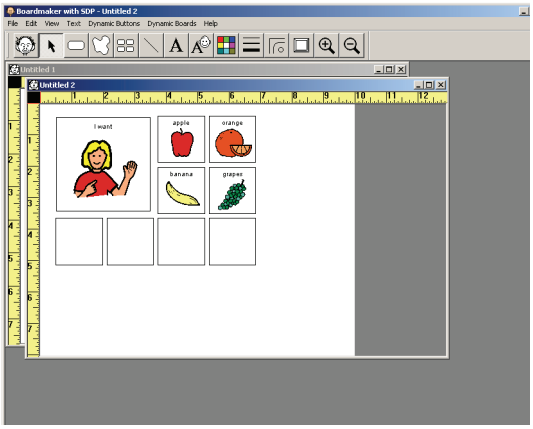
When the board is viewed as **Fit to Window (default)**, the page break lines will mark the different sheets of paper.

Most printers have a minimum necessary margin and cannot print right up to the edge of the paper. Therefore, when a multi-page board is assembled, you will need to trim the edges of each page before taping them together.

Working with Multiple Boards

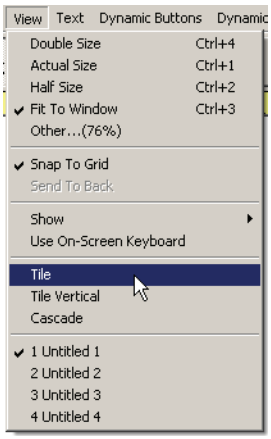


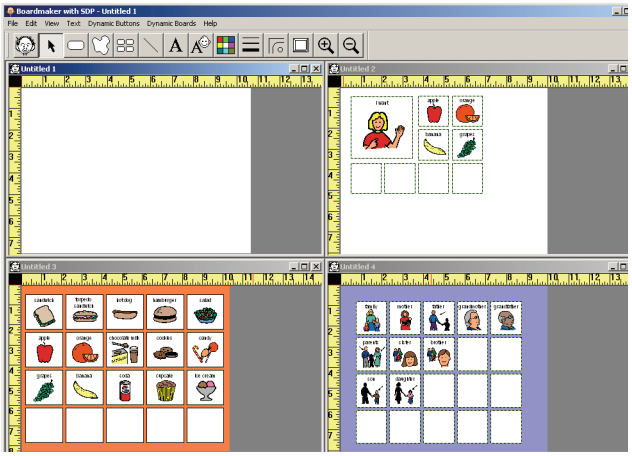
The first board opened or created in the program is maximized and will fill the screen as shown.



You can have multiple boards open at once. As additional boards are opened, they will appear in smaller windows cascaded on the screen.

View Options



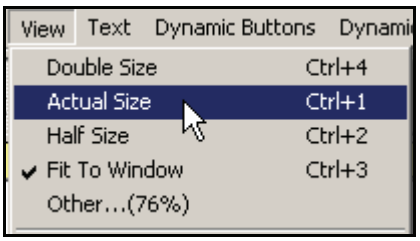


Selecting **View > Tile** will allow you to view all currently open boards at the same time. The **Tile** view is useful for copying and pasting buttons between boards.

By default, a board's window is set to the **Fit To Window** view so the entire board can be seen.

Different view sizes are available in the **View** menu and are useful especially when editing a symbol.

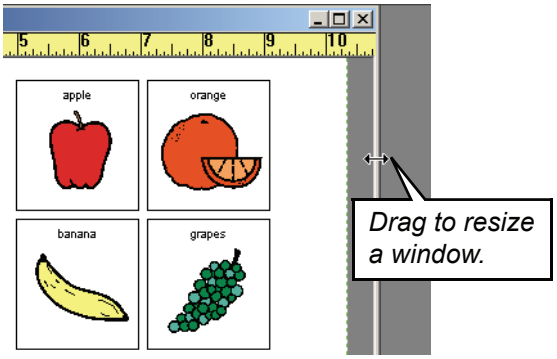
Note: The button sizes as viewed on screen do not necessarily match the printed size. Refer to the rulers in the window to determine the actual print sizes.



Resizing a Board's Window

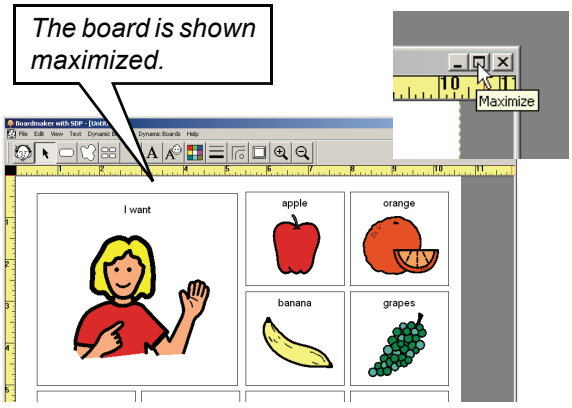
Manually

By moving the pointer over any edge of the window, the pointer will become a double arrow. Click and drag the edge of the window to a new position.

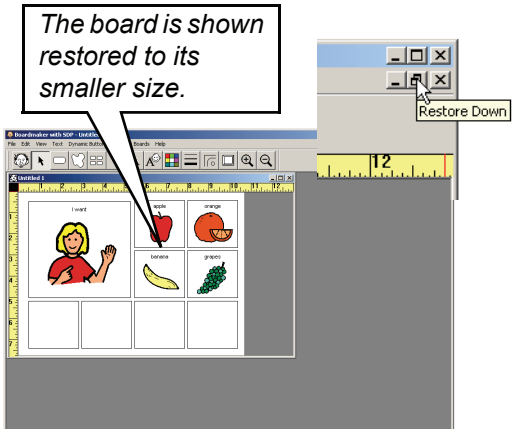


OR

Using the Maximize and Restore Buttons



Click the Maximize button in the upper right corner of a board's window to expand it to fill the workspace as shown above.



Click the **Restore** button in the upper right corner of a maximized board's window to restore it to its reduced size as shown above.

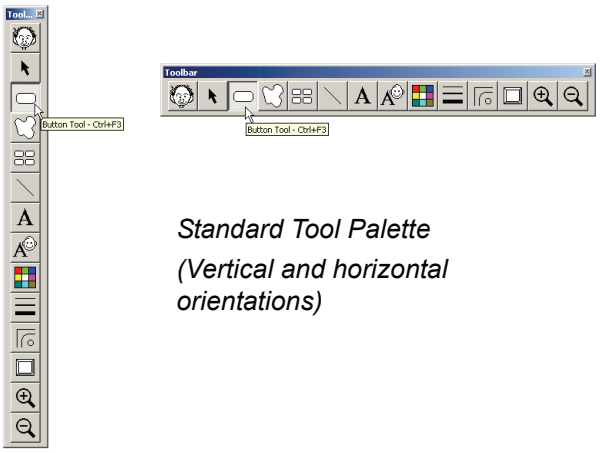
Creating a Grid of Buttons

1

First, you must create the initial button for your grid.

Select the **Button Tool** in the Standard toolbar.

Tip: Change the orientation of the Standard toolbar by dragging the bar next to the Symbol Finder Tool to either the top or left side of the screen.



Standard Tool Palette

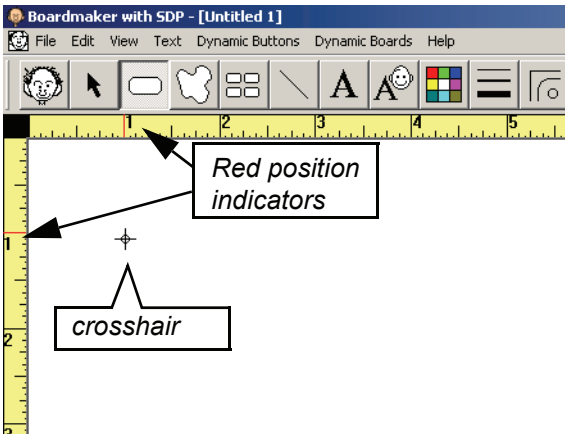
(Vertical and horizontal orientations)

2

Move the crosshair into the blank workspace.

Tip: Noting the initial position of the red indicators in the rulers will help you create a button of a specific size.

Note: The rulers can be set to display inches or centimeters. The units of measure can be set by choosing **File > Print Setup (Board Size/Ruler/Grid/Gaps)**.

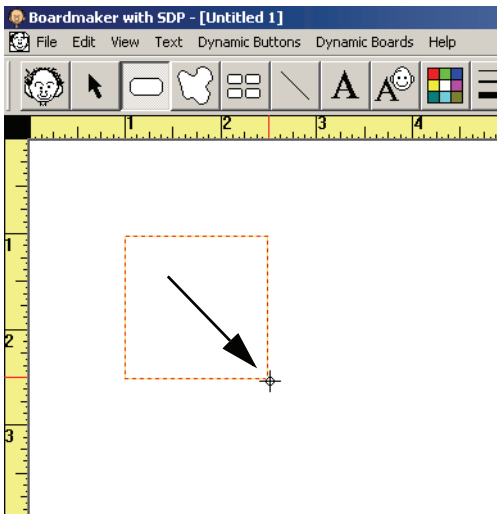


3

Click and drag diagonally to create a button. Release the mouse button when the new button is the correct size.

Tip: To create a square button, hold down the **Shift** key while dragging out the button.

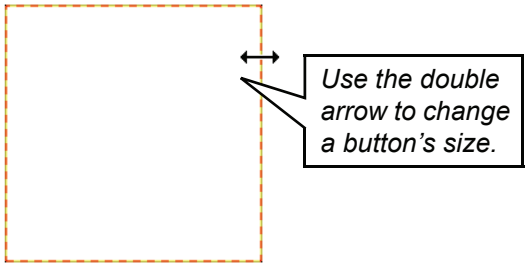
Note: The cursor moves in 1/8 inch (0.3 cm) increments on an invisible grid. You can change the grid spacing by selecting **File > Print Setup (Board Size/Ruler/Grid/Gaps)** or unchecking the **View > Snap to Grid**.



4

If it is necessary to resize the button, move the pointer over any edge or corner of the selected button until the double arrow appears as shown. Click and drag the edge or corner to change the button's size as necessary.

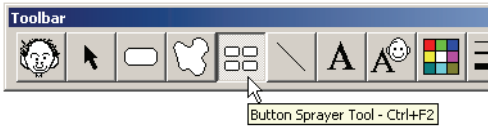
Note: A dashed line indicates that a button is selected.



5

You are now going to spray out copies of the button you have created to form a grid.

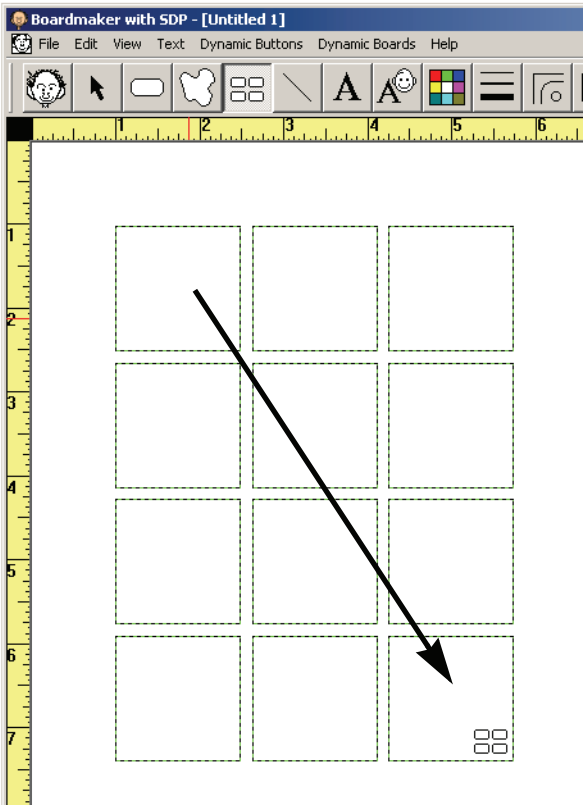
Select the **Button Sprayer Tool**.



6

Position the **Button Sprayer Tool** on top of the button. Click and drag diagonally to spray out the desired grid of buttons.

Note: If you want to change the gap spacing between the buttons, delete all buttons except for the initial button, change the gap spacing for the **Button Sprayer Tool** and drag out a new grid. For more information, refer to "Adjusting the Button Gap Spacing" on page 34.

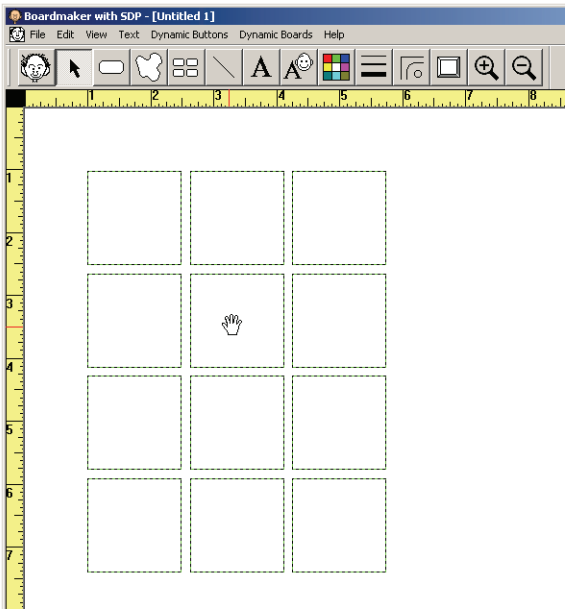


7

While all the buttons are still selected*, click and drag any button to reposition the whole grid in the center of the page.

*If the buttons become deselected, choose **Edit > Select All** (Ctrl + **A**).

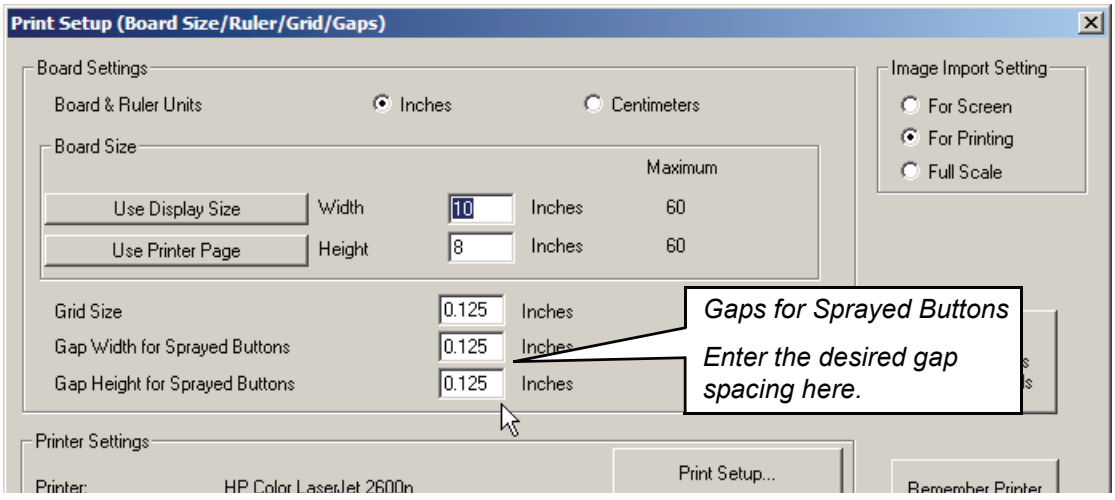
Tip: If you create a board layout you would like to use as a template for future boards, please refer to *Appendix E - Creating a Template Board*.



Adjusting the Button Gap Spacing

The **Button Sprayer Tool** is used to create a grid of buttons. By default, the horizontal and vertical gaps between buttons are set to 1/8 inch (0.125). This spacing can be adjusted as needed.

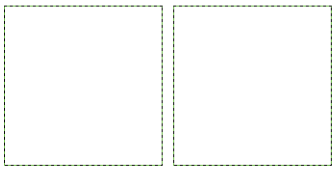
Choose **File > Print Setup (Board Size/Ruler/Grid/Gaps)**.



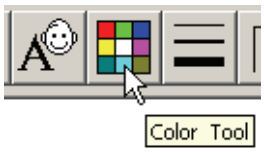
Enter the desired gap spacing and click **OK**.

Note: You must make your changes to the gap spacing before using the **Button Sprayer Tool**.

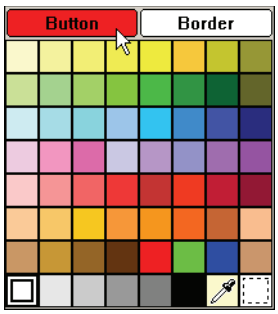
Changing the Board or Button Background Color



Click on the board's background or select a button or group of buttons.

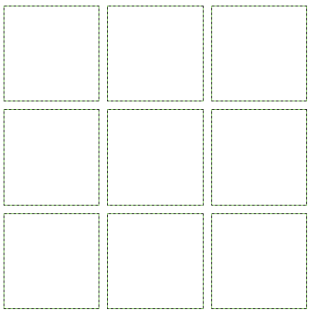


Select the **Color Tool**.

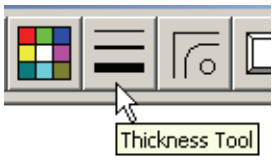


Click on the desired color in the Color Palette.

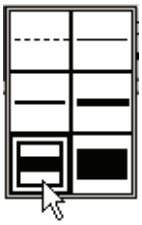
Changing the Button Border Thickness



Select a button or group of buttons.



Select the **Thickness Tool**.

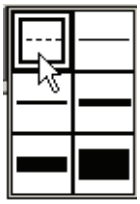


Click the desired button border thickness.

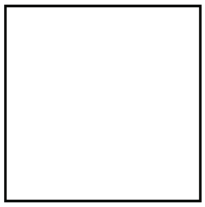
Invisible Button Borders

The dashed line in the **Thickness Tool** represents an "invisible" border. When selected, the buttons will appear with a light-gray dot-dash border that will not print.

Note: Do not confuse the dashed line in the **Thickness Tool** with dashed button borders which are set by right-clicking on a button and selecting **Properties > Dashed Border**. (Refer to the *Applying Dashed Button Borders* section.)



Selecting the invisible border.



Solid border

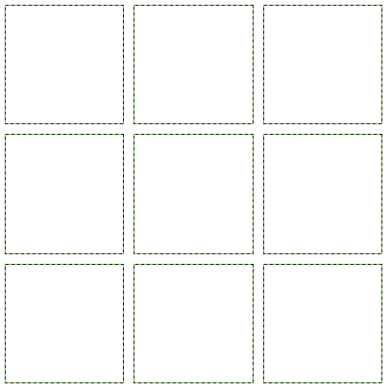


Invisible border (Will not print.)

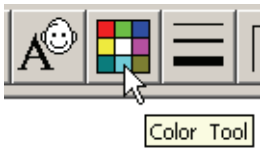


Dashed border

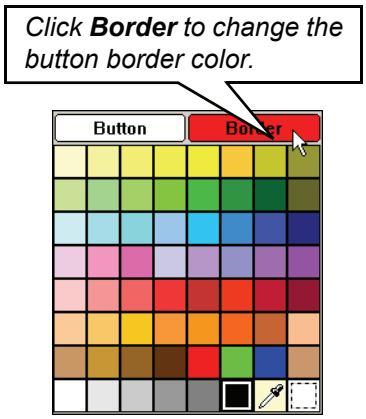
Changing the Button Border Color



Select a button or group of buttons.



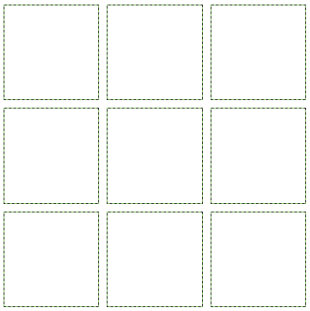
Select the **Color Tool**.



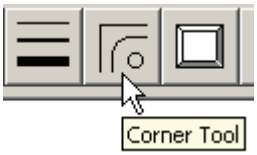
Click on **Border**, then select the desired button border color.

Tip: Use the eye dropper to select a color that does not appear in the palette by clicking on any color shown on the board.

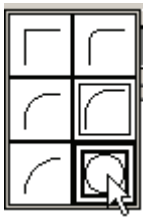
Changing the Button Shape



Select a button or group of buttons.



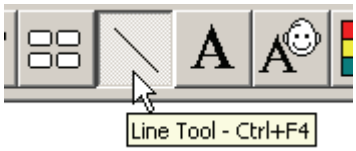
Select the **Corner Tool**.



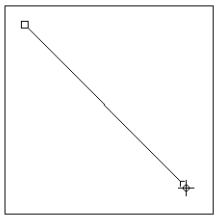
Select the desired button border corner.

Note: If a freeform button is selected, the **Corner Tool** will act as a "polygon tool." Refer to the *Creating a Regular Polygon from a Freeform Button* section.

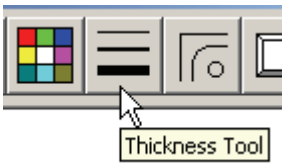
Drawing a Line



Select the **Line Tool**.



Click and drag on a button or on the board background to draw a line.

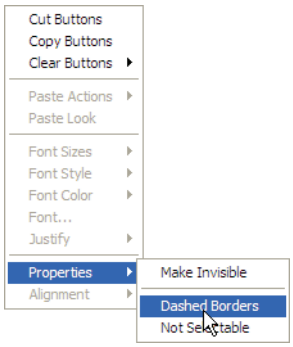


Click the **Thickness Tool**, and make a selection to change the line's thickness.

Applying Dashed Button Borders



Select a button or group of buttons.



Right-click a button and select **Dashed Borders** in the **Properties** submenu. Uncheck this option to return to solid border lines.

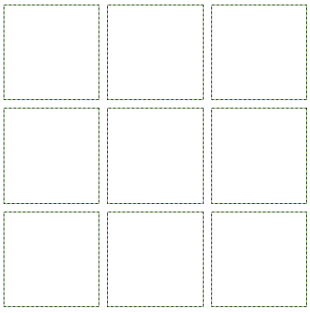


The dashed borders are great for cutting activities and worksheets.

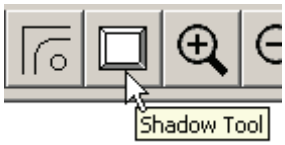
Note: Dashes can also be applied to lines created with the **Line Tool.**

Tip: Dashed borders look better with thicker button borders (**Thickness Tool)**.

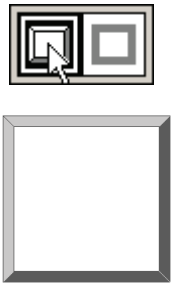
Applying 3-D Button Shadows



Select a button or group of buttons.



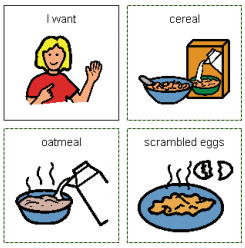
Select the **Shadow Tool**.



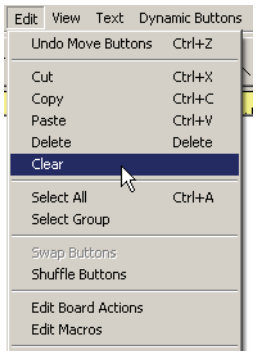
Select the shadowed box to create the 3-D button shadows.

Note: The **Thickness Tool**, **Corner Tool**, and **Color Tool** can be used to change the look of the button shadows.

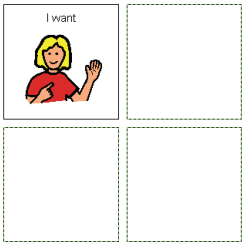
Clearing a Group of Buttons



Select a button or group of buttons.



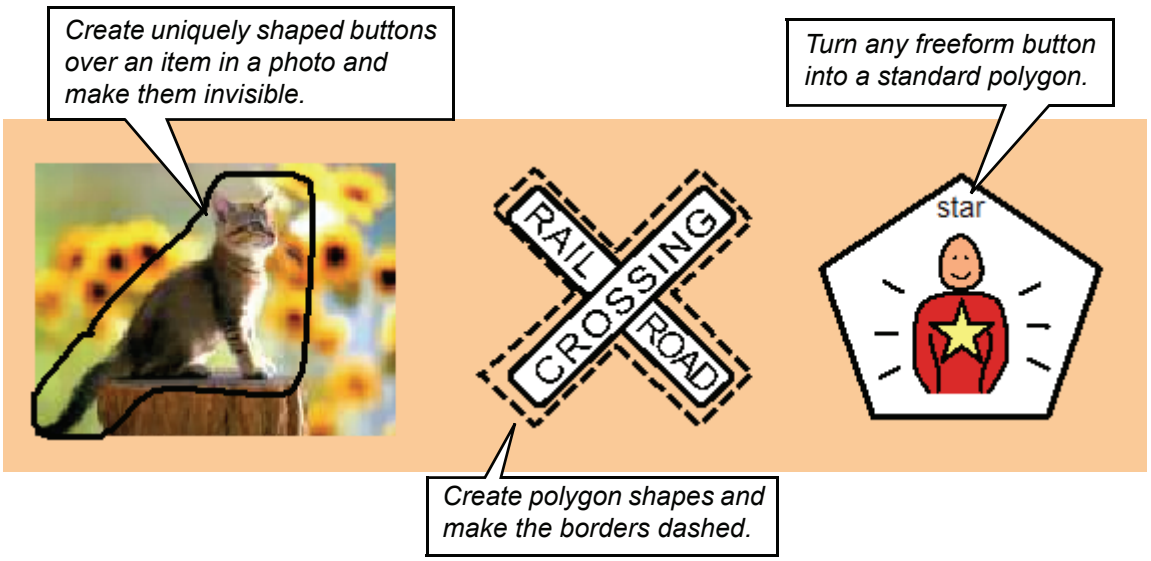
Choose **Edit > Clear** or right-click on one of the buttons and select **Clear Buttons > Face**.



The symbols and text are removed from the buttons.

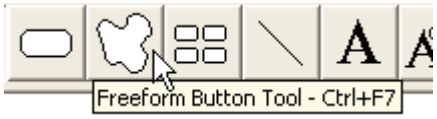
Drawing a Freeform Button

The **Freeform Button Tool** allows you to draw buttons that have any shape. You can use this tool to create "hotspots" around parts of a background picture, emphasize certain buttons by giving them a very different look from the others, or simply create fun new shapes.

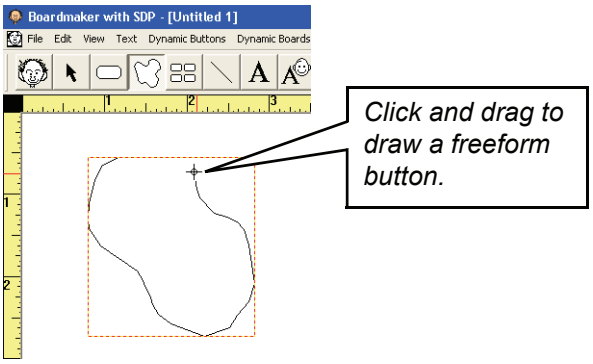


Note: A freeform button behaves exactly like a standard button with two exceptions; it cannot have shadowed borders and its corners cannot be rounded.

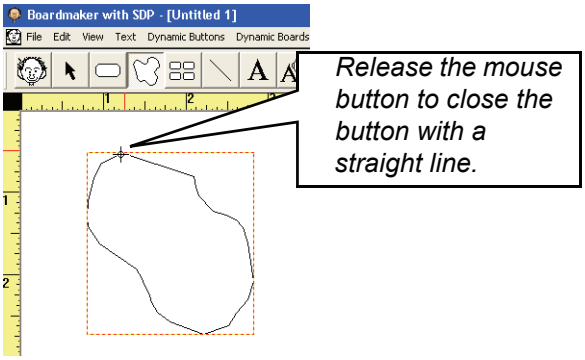
1 Select the **Freeform Button Tool**.



2 On the board background, click and hold the mouse button down. Drag the mouse around to draw the freeform button.



3 Release the mouse button to automatically close off the button border with a straight line between the mouse position and where you started drawing the freeform button.

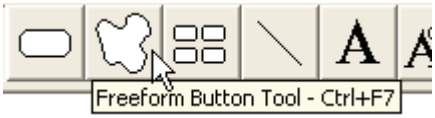


Drawing a Polygonal Freeform Button

1

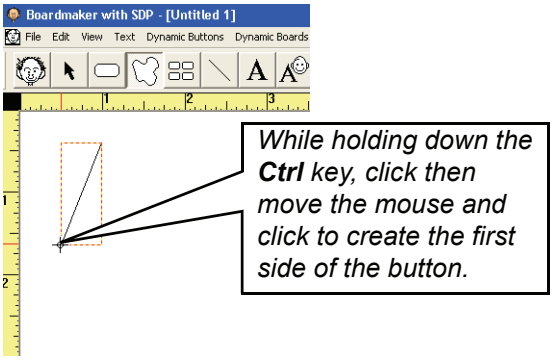
The **Freeform Button Tool** can also be used to draw polygons.

Select the **Freeform Button Tool**.



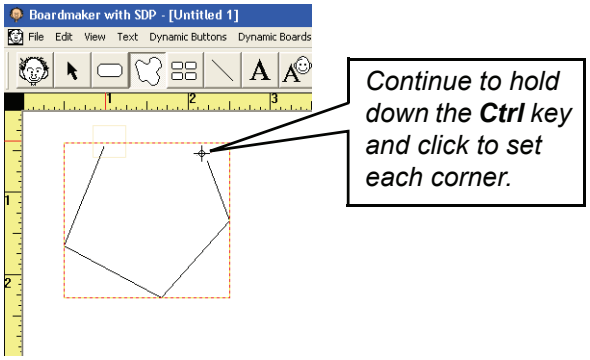
2

Press and hold the **Control** (**Ctrl**) key, click to set the starting point for the button and move the mouse to drag out the first side of the polygon. Click to set that side.



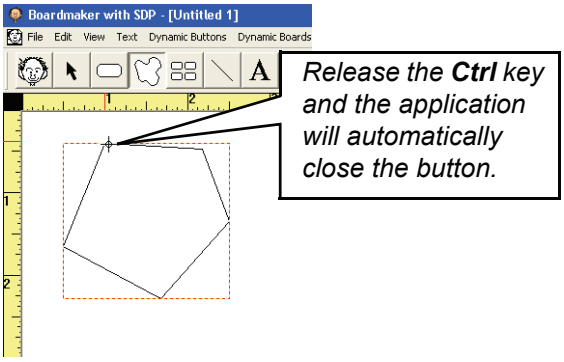
3

While continuing to hold down the **Ctrl** key, click the mouse where you want each corner of the polygon to be.



4

To finish your polygonal freeform button, double-click to specify the position of the final corner (or you can just release the **Ctrl** key). The program will automatically close the polygon.

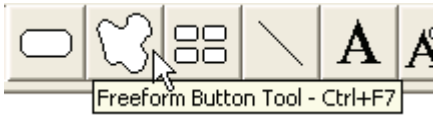


Drawing a Button with Straight and Freeform Sides

1

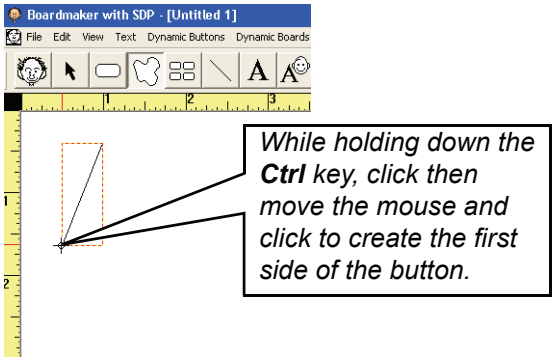
The **Freeform Button Tool** can be used to draw buttons that have both freeform and straight sides.

Select the **Freeform Button Tool**.



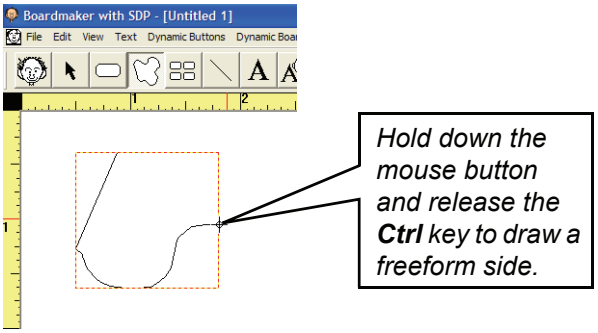
2

Press and hold the **Ctrl** key, then click and drag to define the first side of the polygon.



3

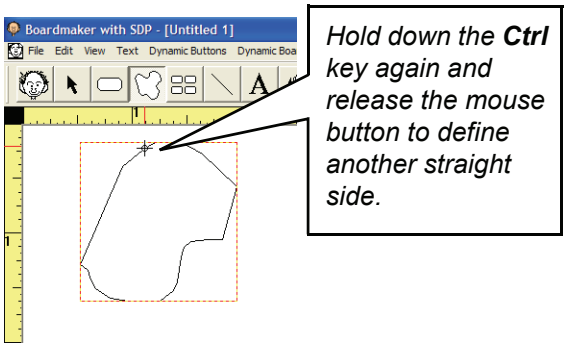
Now, while continuing to hold the mouse button down, release the **Ctrl** key. Move the mouse around to draw a freeform side.



4

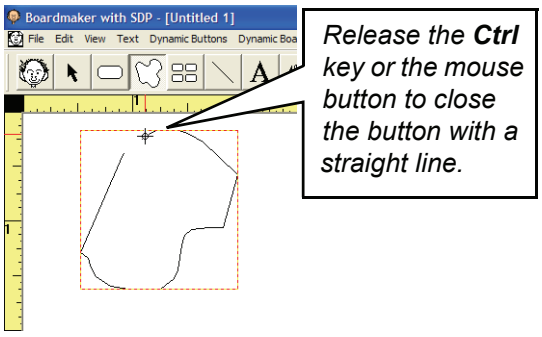
To draw a straight side again, press and hold the **Ctrl** key and release the mouse button. Click to set the next corner.

Alternate between holding down the **Ctrl** key and the mouse button to switch between drawing straight or freeform sides.



5

To finish your freeform button, simply release the mouse button and the **Ctrl** key. The application will automatically close the polygon.

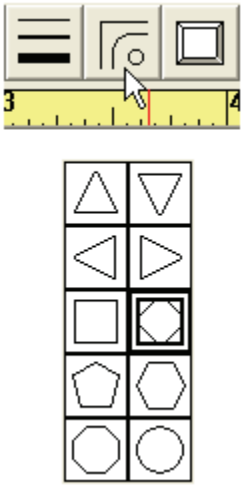


Creating a Regular Polygon from a Freeform Button

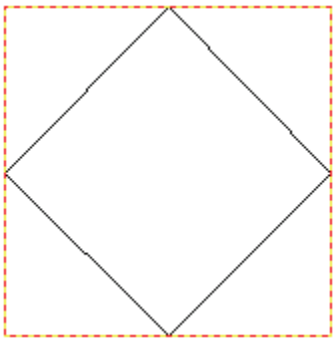
Although it's possible to manually draw regular polygons (like triangles and hexagons) using the methods described in the *Drawing a Polygonal Freeform Button* section, it can be very tricky to get such polygons just right. The applicationprogram therefore provides a way to convert any freeform button to a regular polygon by using the **Corner Tool**.



Select a freeform button.



Select the **Corner Tool**; then select a shape.



The freeform button will appear with the new shape.

Tip: Hold the **Shift** (constrain) key while selecting a shape to create a regular polygon (all sides having the same length).

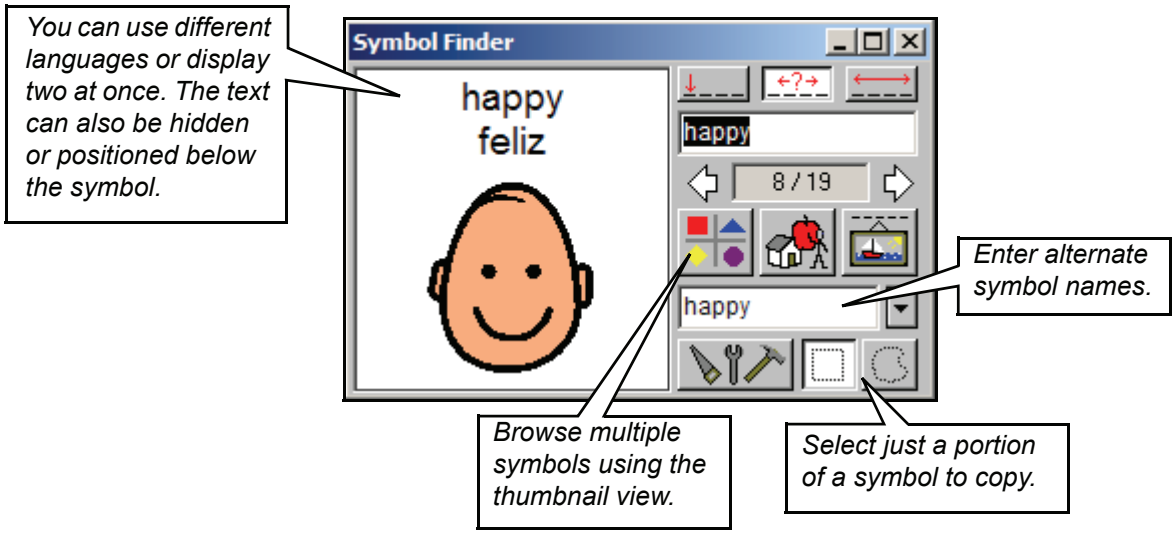
Chapter 2
Working with the Symbol Finder

Chapter Overview BM BM+ SDP

The Symbol Finder allows you to quickly search for symbols and copy them to buttons or to other programs. You can easily change the text above a symbol or work in another language. This section will show you how to use the Symbol Finder's different features so you can easily get the symbols and text you need.

The following topics will be covered:

- Searching for Symbols
- Copying a Symbol to a Button
- Adding a Symbol to the Symbol Finder
- Using the Alternate Symbol Names Menu
- Adding or Editing a Symbol's Alternate Names
- Using Different Languages with the Symbols
- Working with a Category Search
- Creating Your Own Symbol Category
- Selecting the Display Option for Symbol Names
- Searching for Symbols Using Categories
- Copying a Symbol to Another Program
- Making a One-Time Symbol Name Change
- Setting the Symbol Finder Font Size
- Selecting a Search Category
- Assigning Categories to a Symbol
- Enlarging the Symbol Finder Window
- Selecting the Black & White Color Libraries

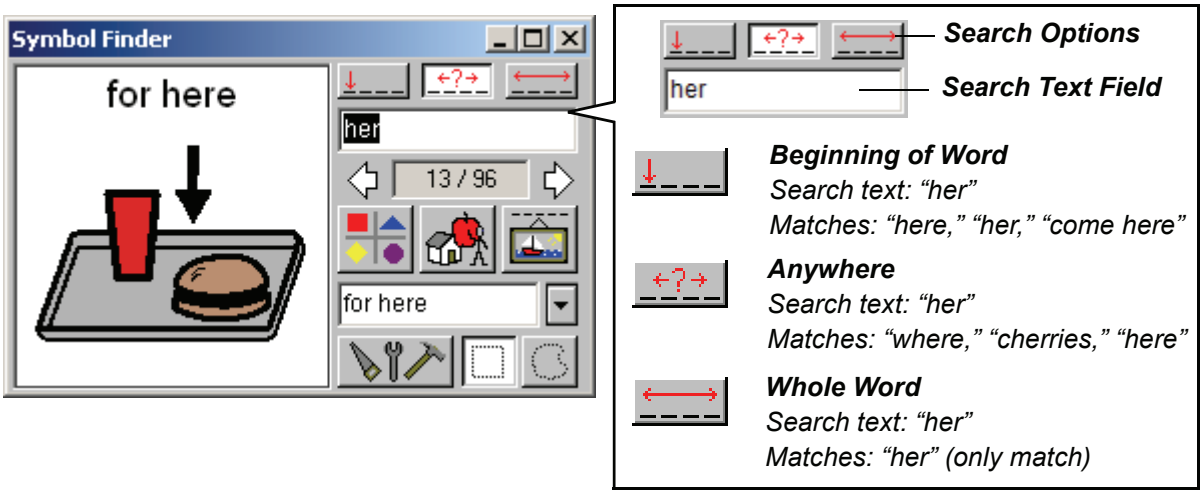


Searching for Symbols

1

Select the **Symbol Finder Tool** to open the Symbol Finder. Click the appropriate **Symbol Name Search Option** button. This determines how the Symbol Finder matches symbols to your search text.

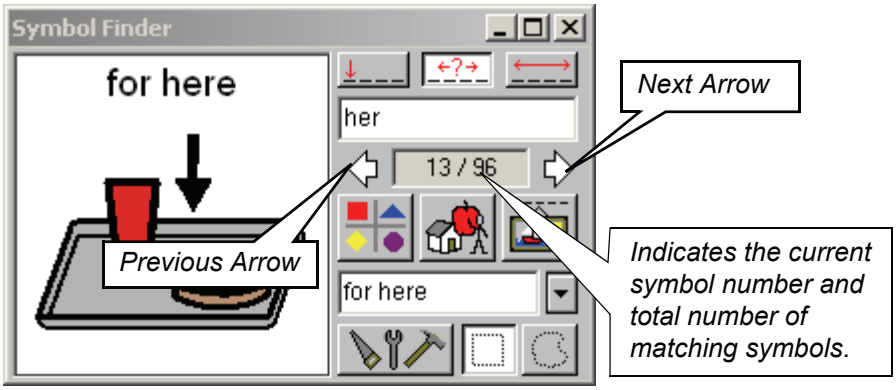
Type the name of the symbol you want to find.



2

The symbols that match your search text can be displayed either one at a time within the Symbol Finder window or in a popup window with up to 49 thumbnail pictures.

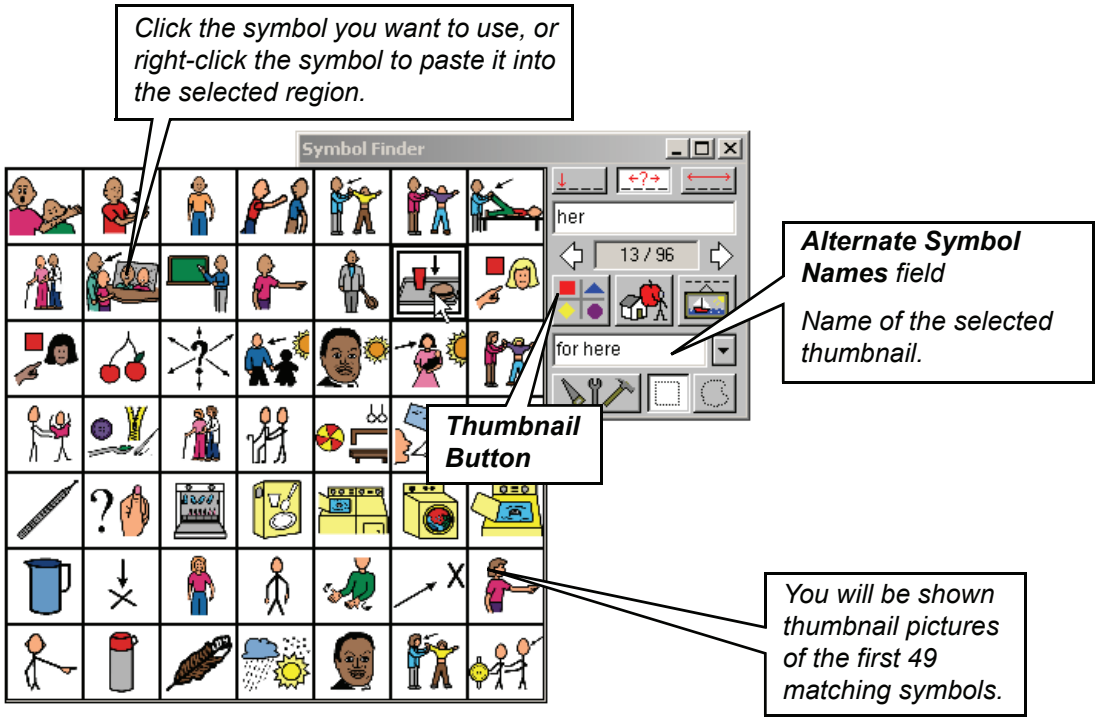
Searching for Symbols Individually



If the first symbol that appears is not correct, use the **Previous/Next Arrows** or the right and left arrows on your keyboard to step through the symbols that match the search.

3

Searching for Symbols Using Thumbnails



Click the **Thumbnails** button (**Ctrl + T**) to view thumbnail pictures of all symbols that match the search.

You can use the **Previous/Next Arrows** or the arrow keys on your keyboard to step through the thumbnail screens. Click the thumbnail picture of the symbol you want to use.

Note: As you pass the pointer over each thumbnail picture, its symbol name will appear in the **Alternate Symbol Names** field.

Tip: Right-click on a thumbnail to paste it into the currently selected button. The thumbnail view will remain open so you can continue right-clicking on thumbnails to quickly paste them into your blank buttons.

Searching for Symbols Using Categories

If you are working on a topic-based board, i.e. breakfast or clothes items, you may find that doing a category search will be quicker than searching for each symbol separately. You can set the Symbol Finder to search for or display only those symbols within a specific category.

Category searches are covered in-depth in *Working with a Category Search* section.

Copying a Symbol to a Button

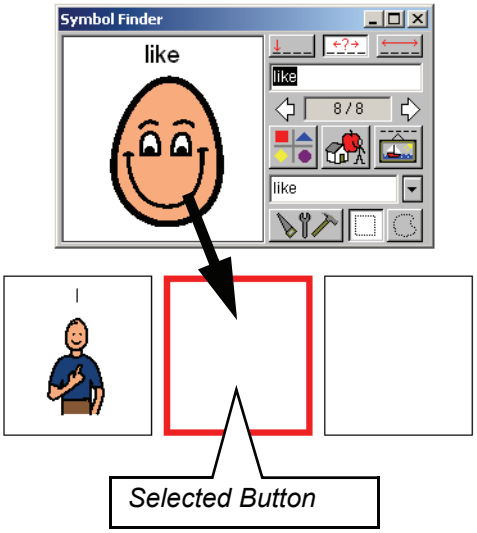
Automatic Placement

The Symbol Finder will select the first empty button on the board.

Pressing the **Enter** key will automatically place the current symbol on the selected button.

Once the symbol is placed, the next empty button will become selected.

Note: If there are no empty buttons, the Symbol Finder will place the symbol on the board background.



OR

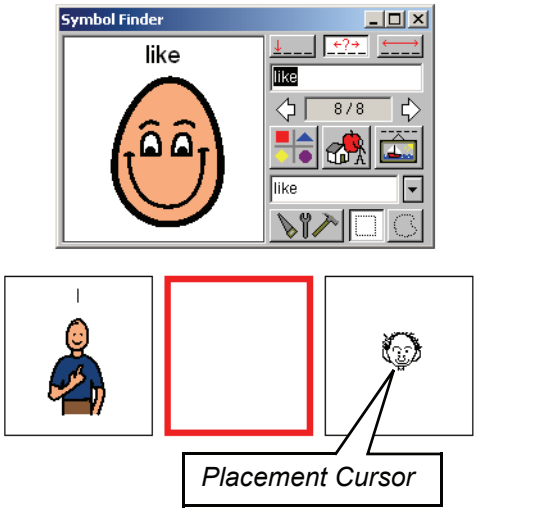
Manual Placement

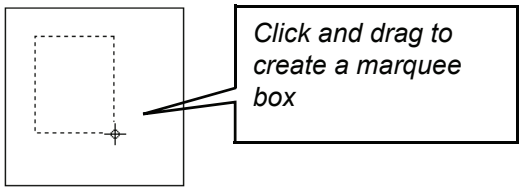
You can place the current symbol on any button on the board, not just on the selected button.

Using the **Placement Cursor**, click the button where the symbol should be placed.

Note: The next empty button that follows the button you just clicked on will become selected for automatic placement.

Tip: With the **Placement Cursor**, you can click and drag out a marquee box into which the current symbol will be placed. This is an easy way to size and position a symbol within a button or on the board background.

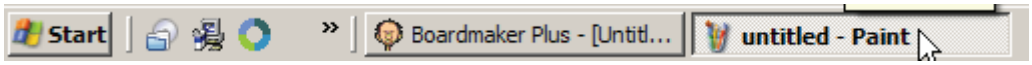




Copying a Symbol to Another Program

1. You can copy symbols from a Boardmaker program and paste them into other programs as needed.

   Locate the symbol you want, then choose **Edit > Copy**, or press **Ctrl+C**.



2. Assuming you have already launched the program that will receive the symbol, select that program from the Windows taskbar.

   Tip: If you minimize the Boardmaker program window, you might be able to see the window of your other program in the background. You could then switch between the programs by clicking on their respective windows.

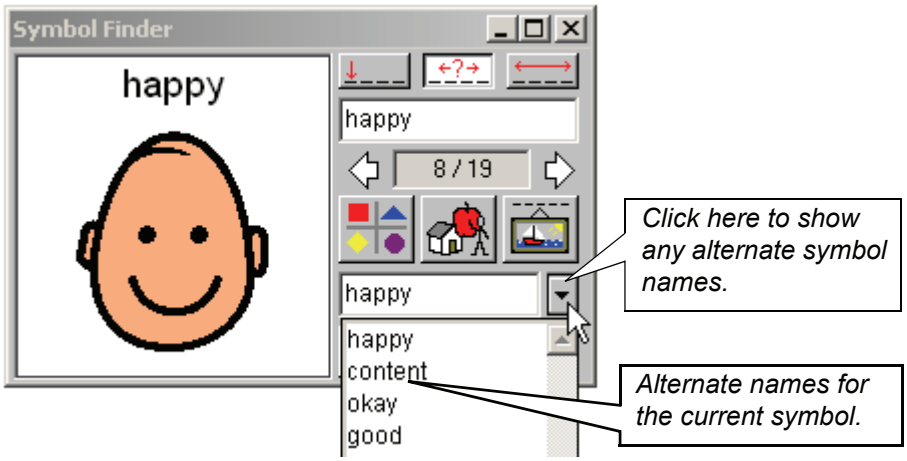
3. Paste the symbol into your other program. Please refer to that program's manual if you are not sure how to paste a picture from the clipboard.

   When you are ready to copy another picture, click on the Boardmaker program's button on the Windows taskbar or the program window to return to the Boardmaker program.

Adding a Symbol to the Symbol Finder

You can create your own library of symbols by adding symbols, graphics, or photos to the Symbol Finder. Please refer to *Chapter 8 - Adding New Symbols or Photos to the Symbol Finder*.

Using the Alternate Symbol Names Menu

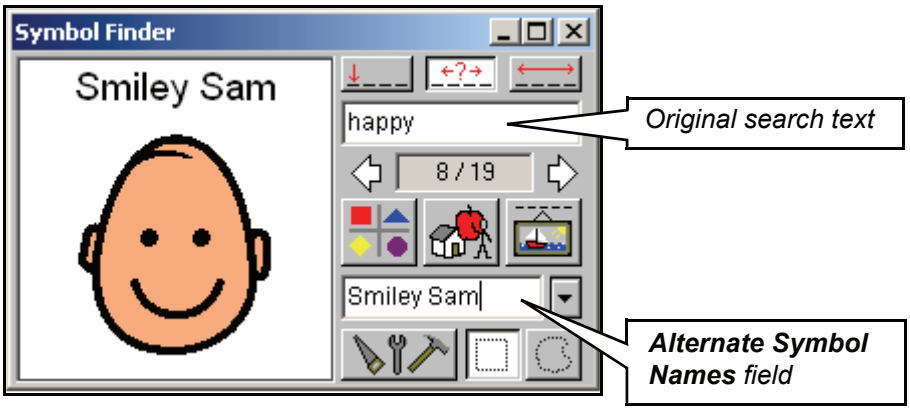


Many symbols are assigned alternate symbol names (synonyms). If you search for any of these alternate names, the symbol will appear in the Symbol Finder with that name above it.

If you want to use an alternate name for a symbol, click the black triangle and select a name from the pull-down menu.

Note: Changing the text using the **Alternate Symbol Names** field is a one-time change and will not affect the original symbol name.

Making a One-Time Symbol Name Change



You can change the text that appears above a symbol by typing in the **Alternate Symbol Names** field. As you type the text, it will automatically appear above the symbol.

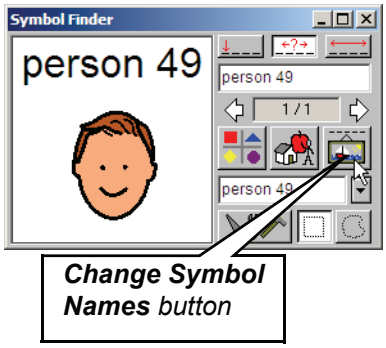
Note: Changing the text using the **Alternate Symbol Names** field is a one-time change and will not affect the original symbol name.

Adding or Editing a Symbol's Alternate Names

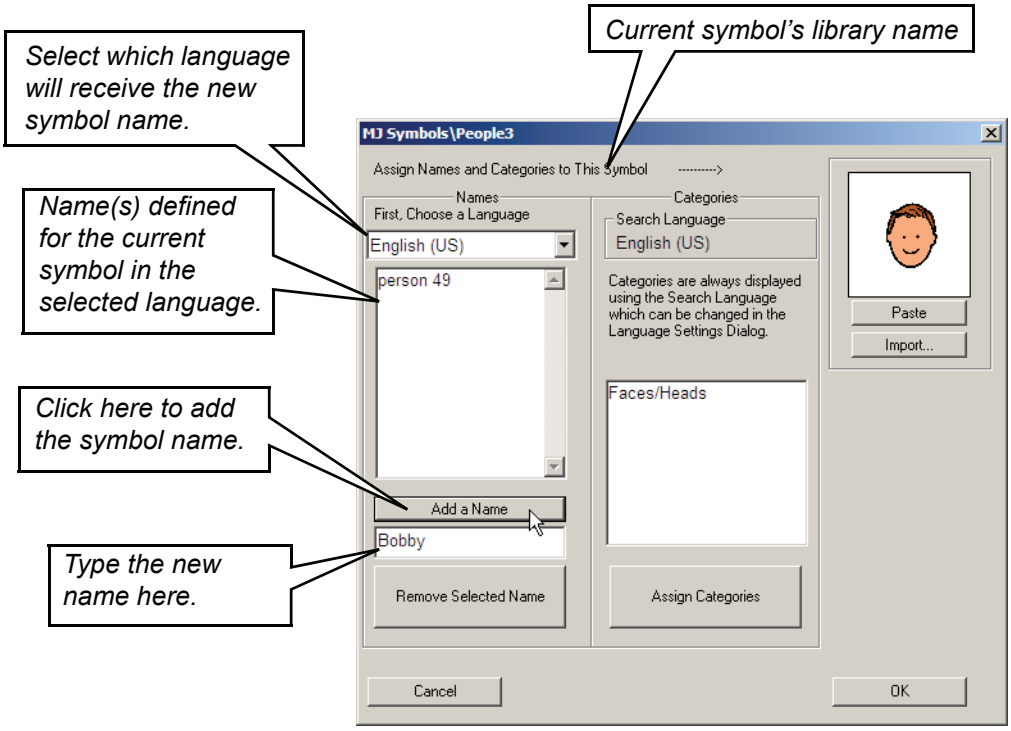
1

If you are continually typing in an alternate name for a specific symbol, you should add that alternate name to the symbol for future use.

Click on the **Change Symbol Names** button.



2



Type a new alternate symbol name, then click on the **Add Name** button. The new name appears in the list of defined names. Once a name is added, you can search for a symbol using that name.

To remove a name from the list, select the name then click on the **Remove Selected Name** button.

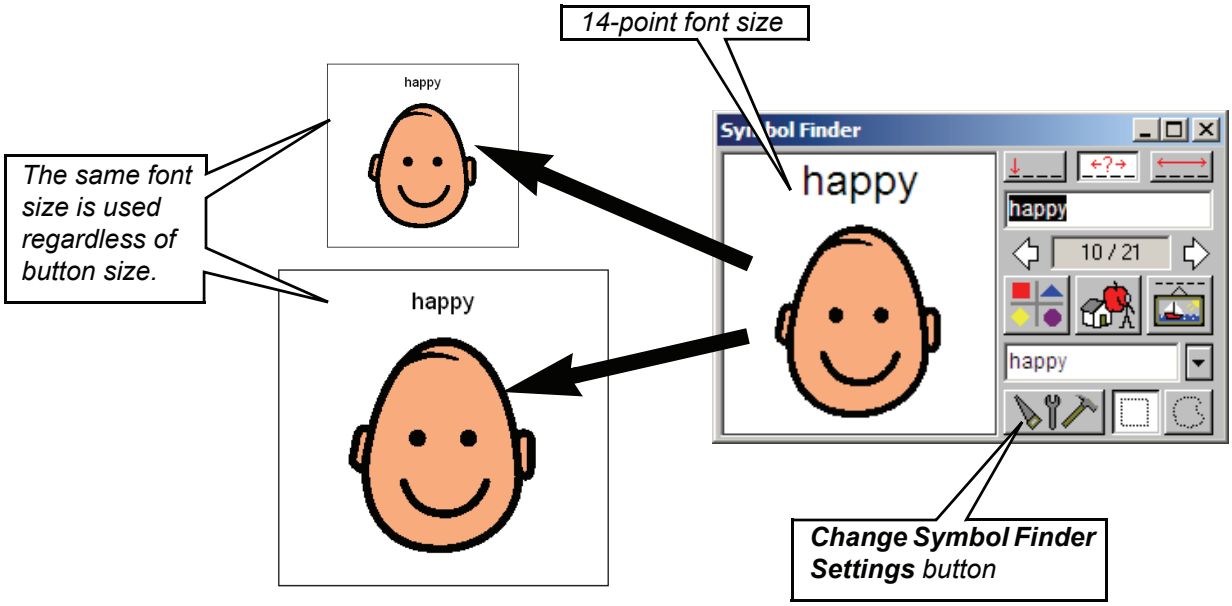
Note: You cannot remove the first name listed for a symbol (the default name) that belongs to a PCS symbol library or any PCS addendum library you purchase.

Tip: You can add a name for the symbol in another language by selecting the desired language in the drop-down menu, then adding the new symbol name.

Setting the Symbol Finder Font Size

When placing a symbol from the Symbol Finder on a button, the Symbol Finder will scale the symbol to fit the button, but the font size of the text will remain the same regardless of the button's size. This allows you to use consistently sized text throughout your board.

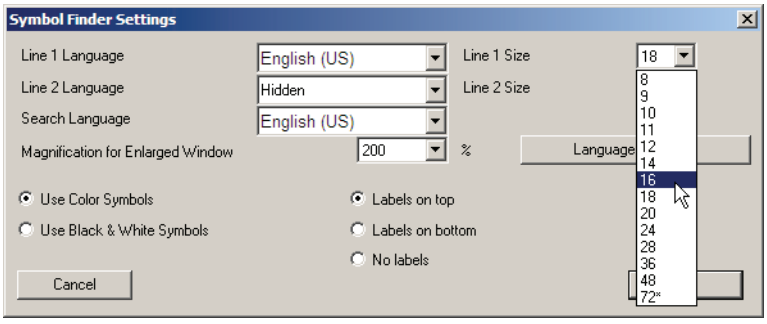
You can set the font size for the Symbol Finder to match your needs.



1 Click on the **Symbol Finder Settings** button.



2



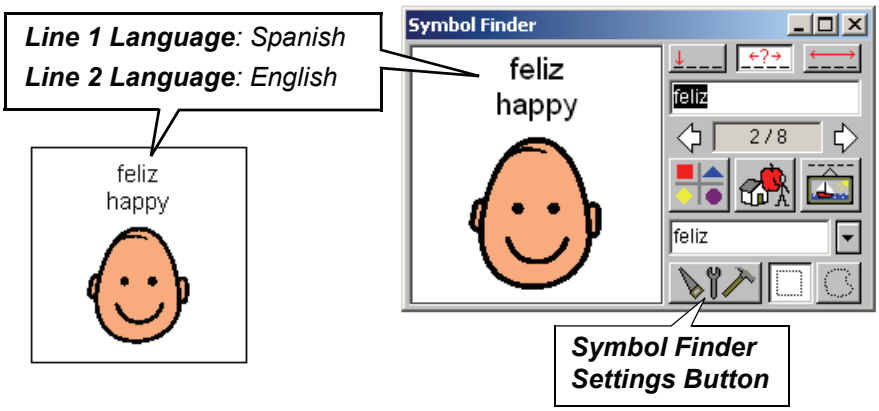
Select the desired font size in the **Line 1 Size** drop-down menu. (If you are displaying two different language lines, set the **Line 2 Size** as well.)

Click on the **OK** button when finished.

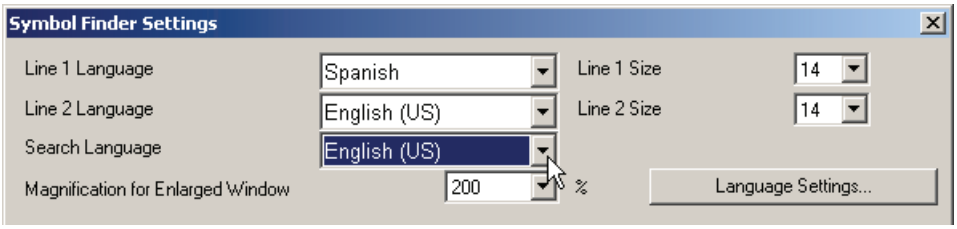
Note: If you get partway through placing symbols on a board and discover that you should have used a different font size, you can change the font size for a group of selected buttons later. Please refer to the *Changing the Text Settings on Multiple Buttons* section in *Chapter 3- Working With Button Text*.

Using Different Languages with the Symbols

The PCS libraries that came with your software are translated into many different languages. You may change the displayed language, add a second language line, or set a different search language.



1 Click the **Symbol Finder Settings** button. 



2 Use the drop-down menus to select the desired languages for the **Line 1 Language** and/or **Line 2 Language**.

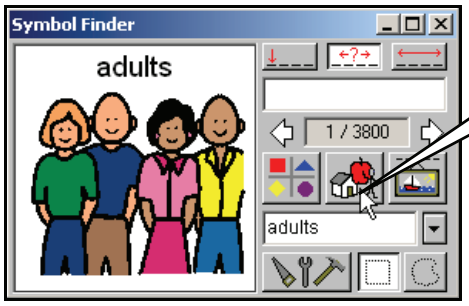
Click the **OK** button when finished.

Changing the **Line 1 Language** changes the **Search Language** to match. You can set the **Search Language** independently after setting the **Line 1 Language** (see above; an English speaker can make a board for a Spanish speaker).

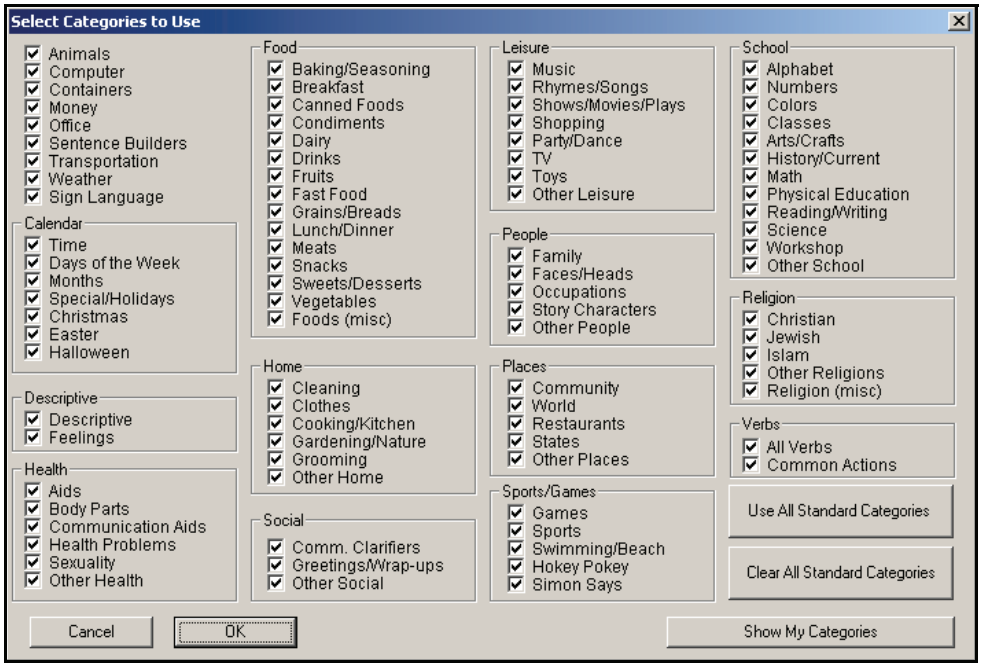
Note: Some languages require special fonts and font scripts to display their text correctly. The fonts and scripts for the Eastern European languages are available within Windows 2000 or higher if **Multilanguage Support** is enabled in the Windows Setup. Refer to *Enabling Multilanguage Support* in **Help Topics** in the **Help** menu.

Selecting a Search Category

1



2





Checks all category fields



Unchecks all category fields



Shows/selects any user categories



Cancels any selection changes



Closes the Categories window

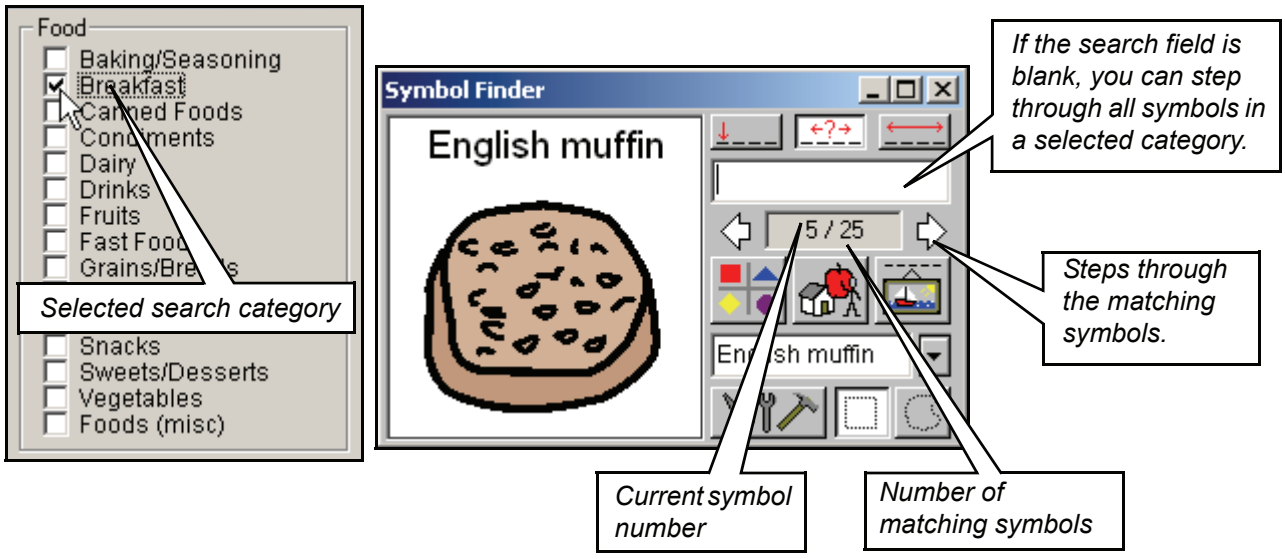
Click **Clear All Standard Categories** to uncheck all category selections.

Check any category or categories you want to search or browse. Click **OK** when finished.

Working with a Category Search

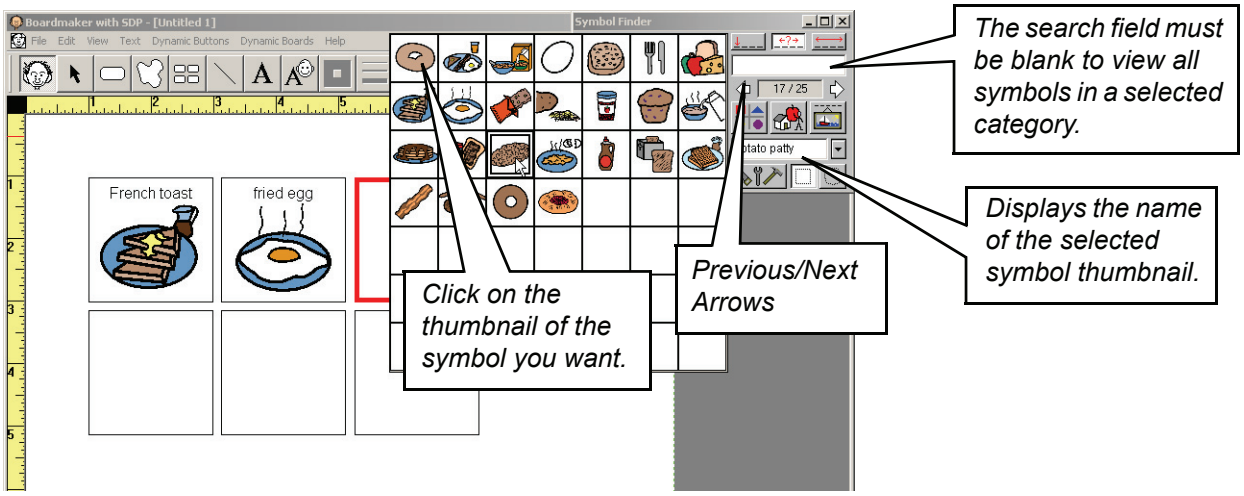
Symbol Finder Details

Once you have selected a search category, only those symbols assigned to that category will be available in the Symbol Finder.



Using the Thumbnails View

Search categories are best used in conjunction with the thumbnail view. The thumbnail view will allow you to see up to 49 symbols at a time from a selected category. This will allow you to quickly locate the symbols you want to use. Use the **Next Arrow** to view the next 49 symbol thumbnails.

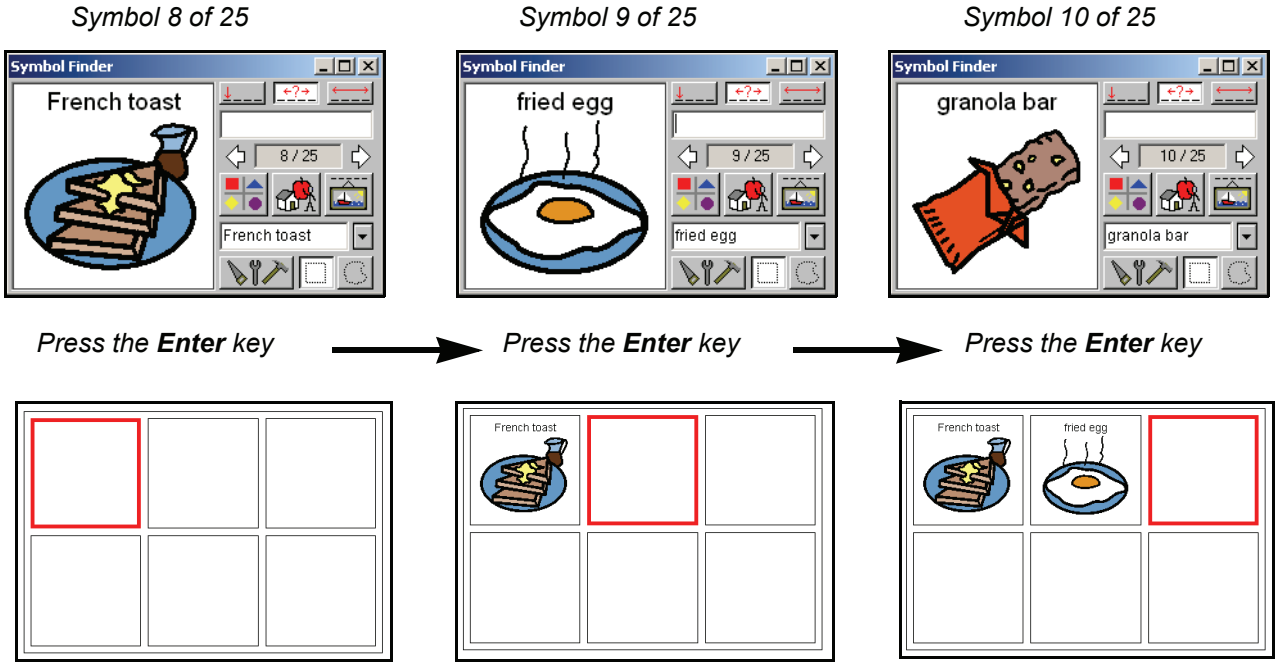


Filling a Topic Board Quickly

There are two methods you can use to quickly fill a topic-based board with symbols from a specific search category. In the examples below, the “breakfast” category is selected.

Method 1 - The Enter key and automatic placement

Repeatedly pressing the **Enter** key fills the buttons with “breakfast” symbols in the order they appear within that category. Use the **Right Arrow** key to skip unwanted symbol(s).

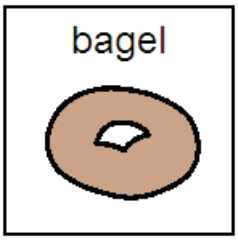


Method 2 - Right-click a thumbnail and automatic placement

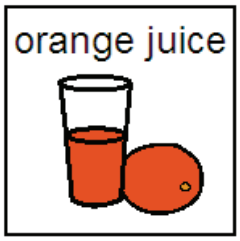
Right-click on a thumbnail to paste it onto the currently selected button. The thumbnail view will remain open so you can continue right-clicking on thumbnails to quickly paste them onto your blank buttons.

Assigning Categories to a Symbol

Each symbol in the library is assigned to at least one of the standard categories. You can change a symbol's categorization if necessary.

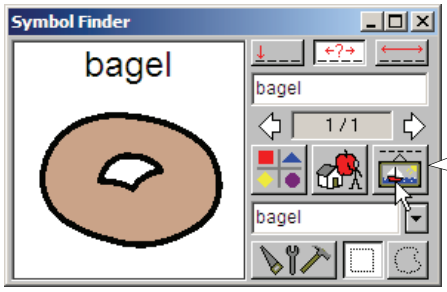


Assigned Categories
Breakfast
Breads/Grains



Assigned Categories
Breakfast
Drinks

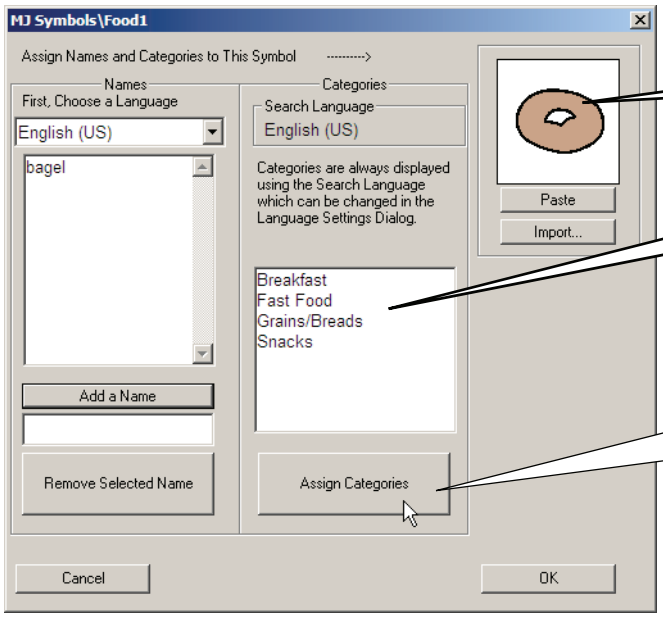
1



***Symbol Names** button.*
Click here to edit the current symbol's name or category assignments.

Locate a symbol whose category assignment(s) you want to change, then click on the **Change Symbol Names** button.

2



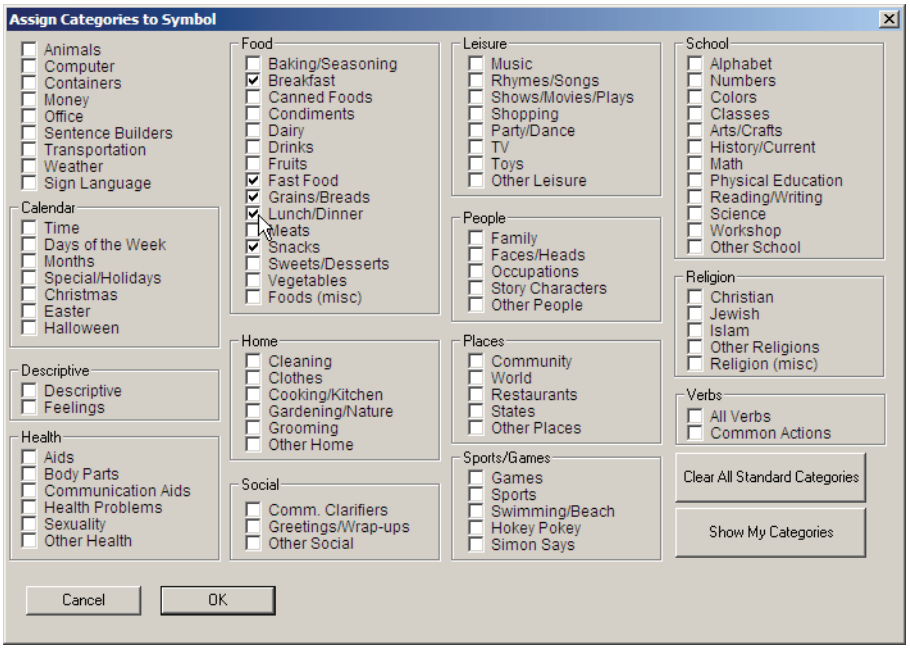
Current symbol

Assigned Categories

***Assign Categories** button*
Click here to edit assigned categories.

Click on the **Assign Categories** button.

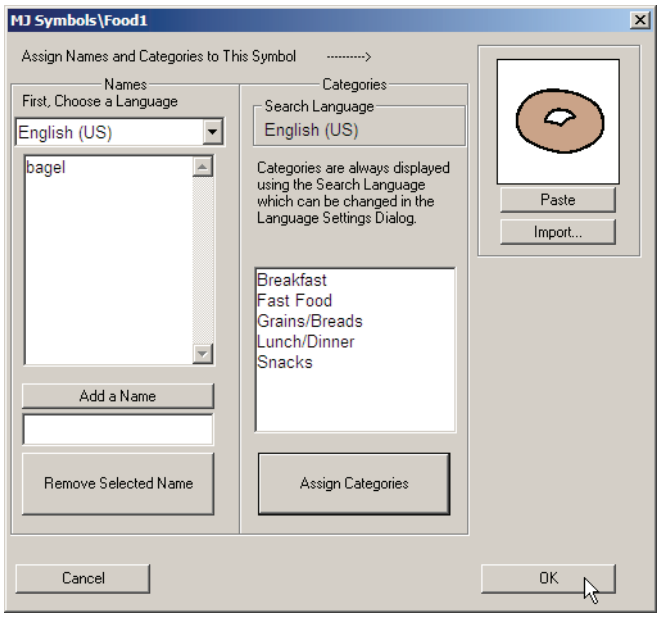
3



Add or edit any of the category assignments as necessary for the symbol. In this example, the "bagel" symbol is being added to the "Lunch/Dinner" category.

Click on the **OK** button when finished.

4



"Bagel" is now a part of the "Lunch/Dinner" category.

Click on the **OK** button when finished.

Creating Your Own Symbol Category

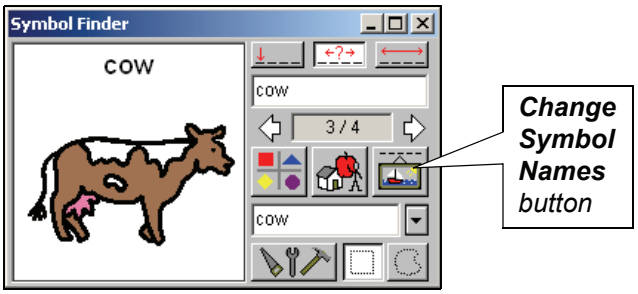
You can create up to 28 custom user categories. Creating your own symbol categories allows you to search/view groups of symbols you use frequently.

1

In the Symbol Finder, locate a symbol that will be included in your new category.

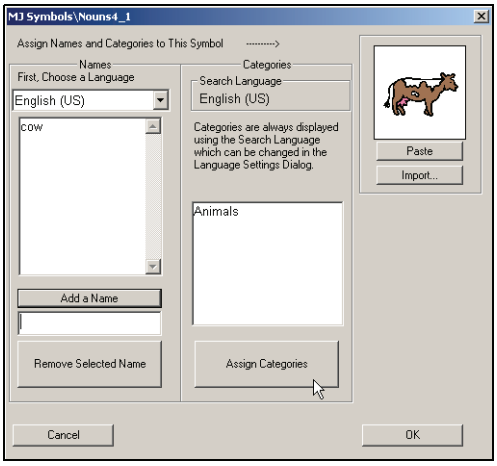
For example, "cow" will be a part of the new "farm animals" category.

Click on the **Change Symbol Names** button.

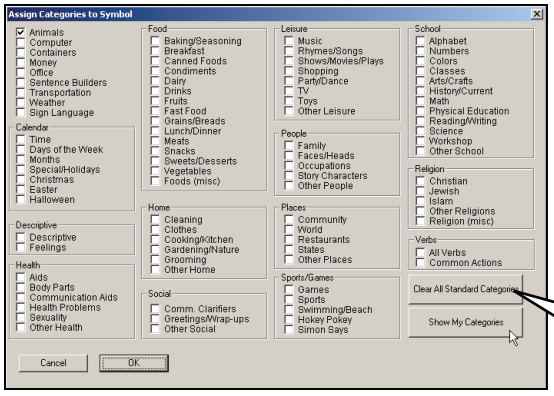


2

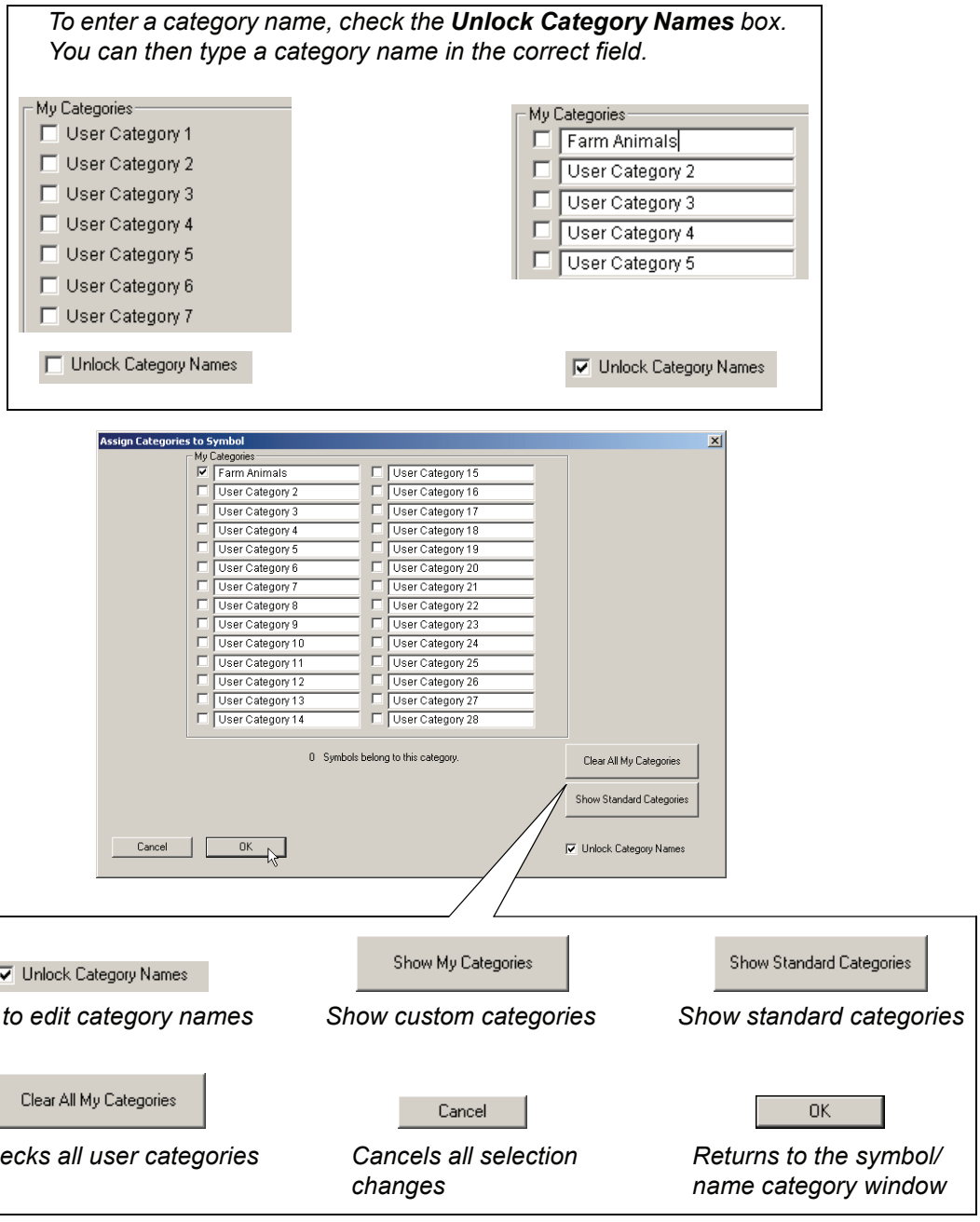
Click on the **Assign Categories** button.



3



Click on **Show My Categories**.



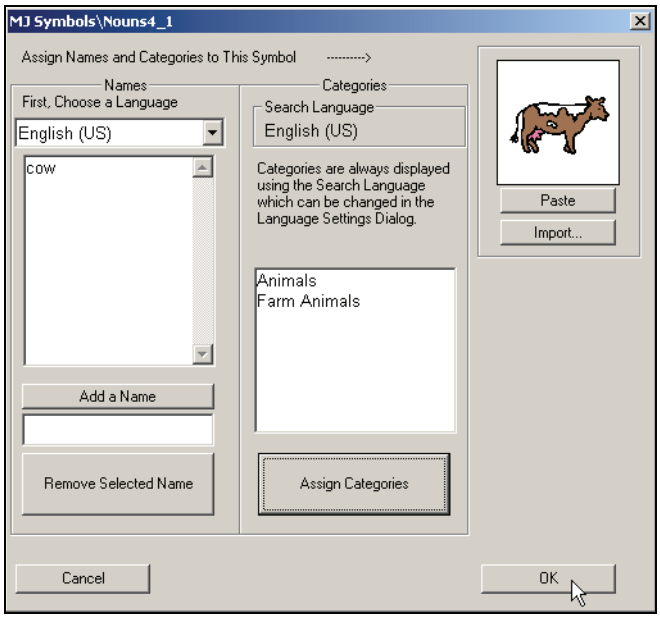
Check the **Unlock Category Names** box so the names can be edited.

In an available user category, type a name for your new category. In this case, “Farm Animals.”

Check the new “Farm Animals” category to assign the current symbol to that category.

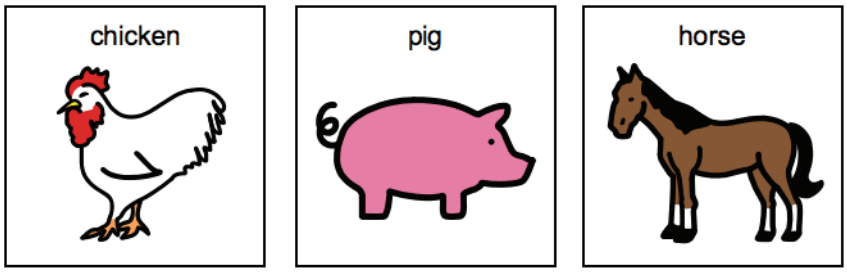
Click on the **OK** button when finished.

5



The current symbol is now a part of the new "Farm Animals" category. Click on the **OK** button.

6

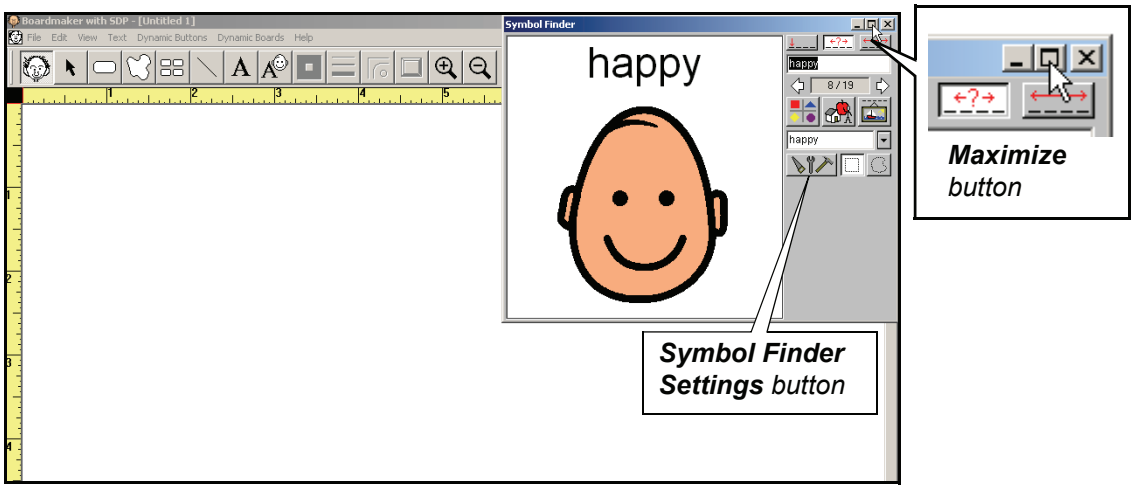


Symbols that could be assigned to the new "Farm Animals" category

Locate and assign each appropriate symbol to your new category.

Note: Plan your user categories carefully. There are only 28 user categories. Assigning symbols to a new category is time consuming. If you use all 28 categories and then have to change an existing user category, you will have to remove the unwanted category from all the symbols that were assigned to it before you change its name and start adding the new category to the correct symbols.

Enlarging the Symbol Finder Window



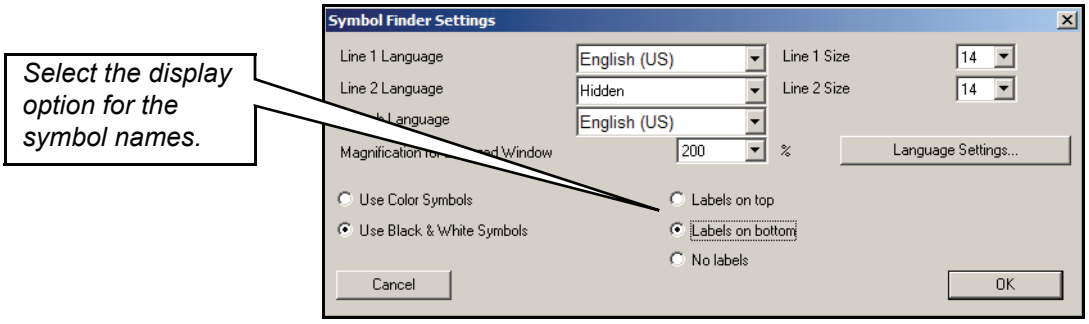
The Symbol Finder can be enlarged to give you a larger view of the symbols. This is useful when using the **Marquee/Lasso**.

To enlarge the Symbol Finder, click the **Maximize** button. The **Maximize** button is then replaced by the **Restore** button and is used to return the Symbol Finder to its normal size.

You can set the size of the enlarged Symbol Finder by clicking on the **Symbol Finder Settings** button, then selecting a magnification in the **Magnification for Enlarged Window** box popup.

Selecting the Display Option for Symbol Names

The Symbol Finder can be set to display the symbol names above the symbol, below the symbol or not at all.

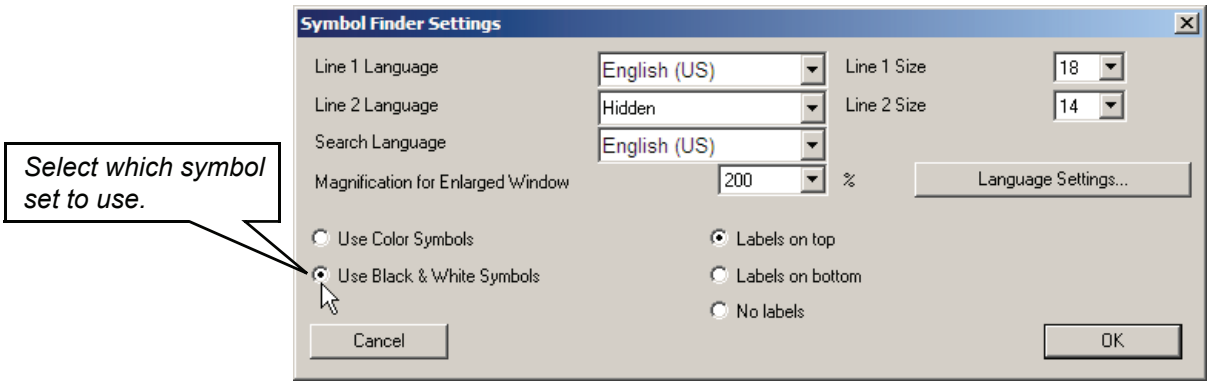


To change the symbol names display option, click the **Symbol Finder Settings** button then select the desired option.

Note: When the **No Labels** option is selected, the **Line1** and **Line2** language settings are preserved, but appear grayed out and are unselectable.

Selecting the Black & White Color Libraries

You can choose to use either the color or black & white symbols on your boards (assuming both sets are installed).



To switch symbol sets, click on the **Symbol Finder Settings** button, then select the desired option.

Symbol thumbnails will always appear in color, even if the **Use Black & White Symbols** option is selected.

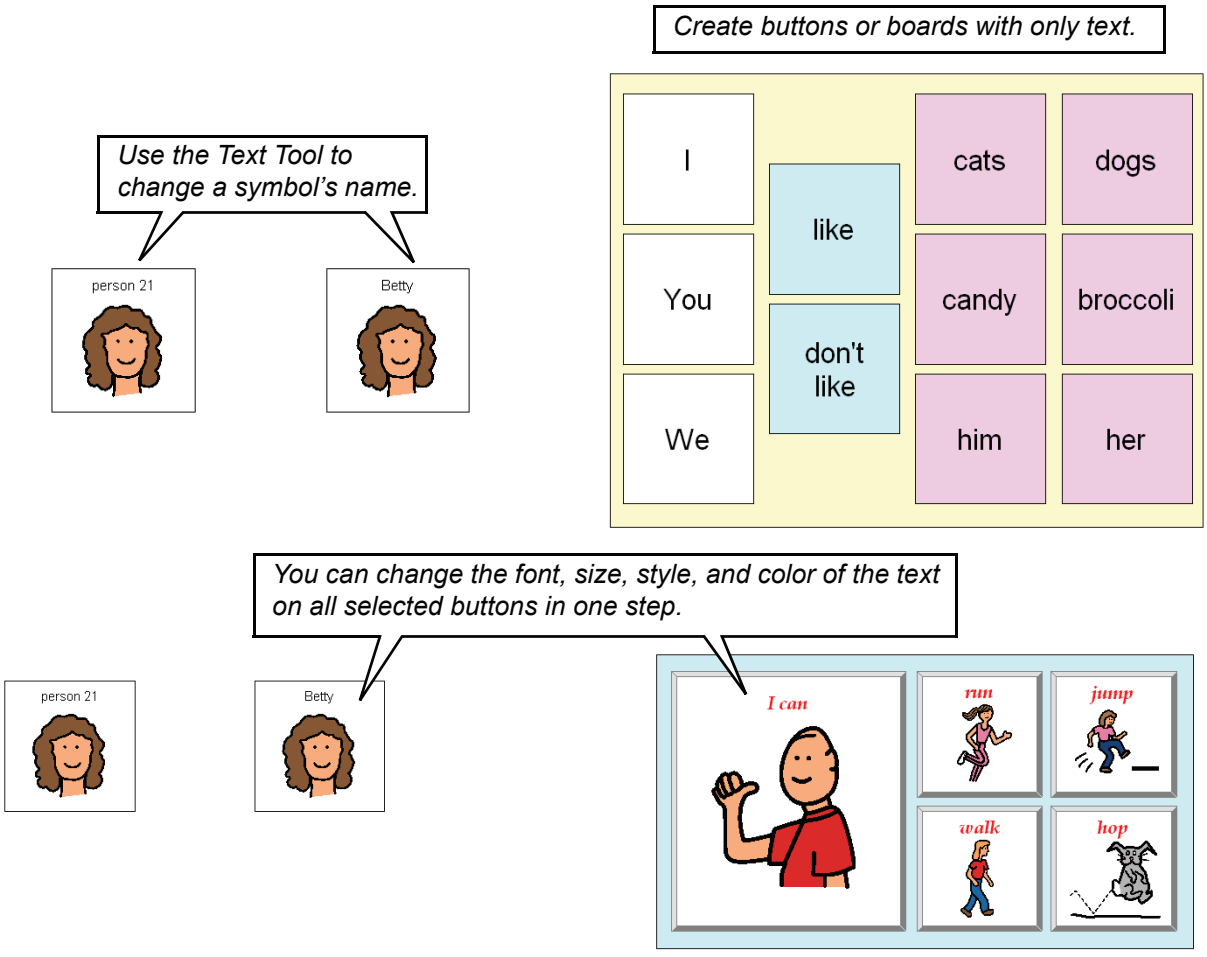
Chapter 3
Working with Button Text

Chapter Overview BM BM+ SDP

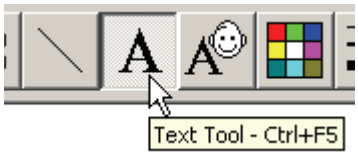
You can use the **Text Tool** and Text menu to edit text above a symbol or add text directly to a button or the background. This chapter will show you how to work with the text on your boards.

The following topics will be covered:

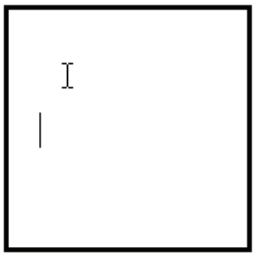
- Adding text with the **Text Tool**
- Editing symbol names with the **Text Tool**
- Setting the text font, style, and size
- On-screen keyboard
- Repositioning text fields
- Changing the text color
- Changing the text settings on multiple buttons



Adding Text with the Text Tool



Select the **Text Tool**.



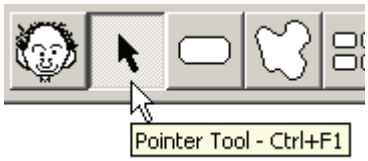
Click with the I-beam cursor where you want to type text.

The blinking insertion cursor marks your position in the text field.

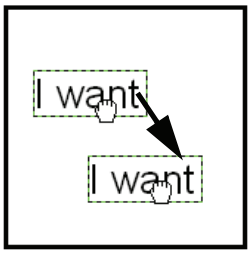


Type your text.

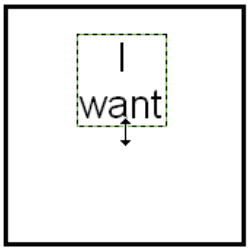
Repositioning Text Fields



Select the **Pointer Tool**.

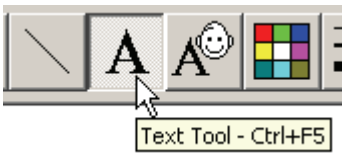


Click and drag the text field to a new position. You may also use the keyboard arrow keys to nudge the text field around.



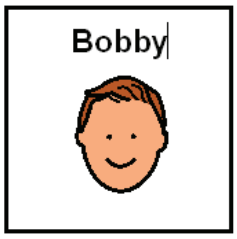
Tip: You can also click and drag on the top or bottom of a multi-word text field to resize the text block.

Editing a Symbol Name with the Text Tool



Select the **Text Tool**.



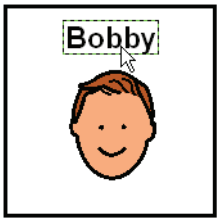


Click with the I-beam cursor on the symbol name, then type the new name.

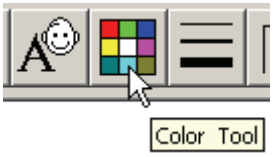
Note: The first time you click on a text field with the I-beam cursor the entire text field will be selected. The second click places the insertion cursor. A double-click will select a single word.

Tip: Right-click on any text with the pointer, and select **Edit Text** from the contextual menu to edit the text. Move the I-beam cursor off the text and right-click again to select the **Pointer Tool** to stop editing text.

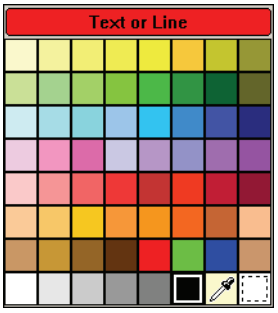
Changing the Text Color



Select the text field using the **Text Tool** or **Pointer Tool**.



Select the **Color Tool**.



Click the desired color in the **Color Palette**.

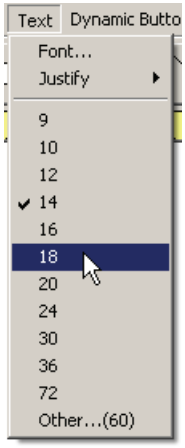
Tip: You can change the color of text with the **Pointer Tool** by right-clicking on the text and selecting the color from the **Font Color** submenu.

Tip: Use the eyedropper to set a custom color for the text by clicking on any color on the board. For more information, refer to *Color Tool* in *Chapter 7*.

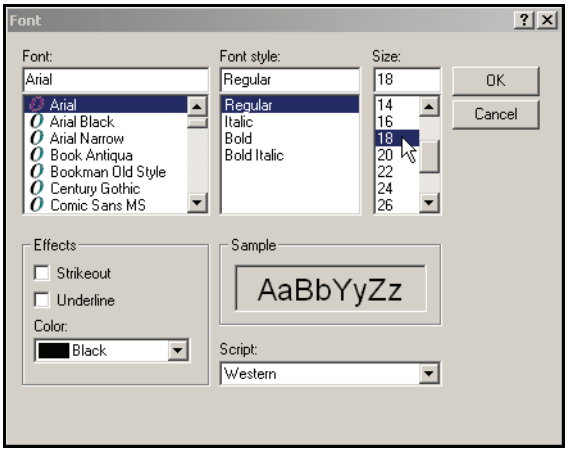
Setting the Font, Style, and Size



Select the text to be changed using the **Text Tool** or **Pointer Tool**.



The font size can be set within the **Text** menu.

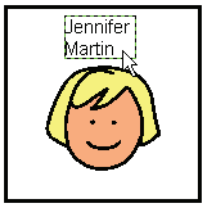


Select **Text > Font** to change the settings for the **Text Tool** or a selected text field.

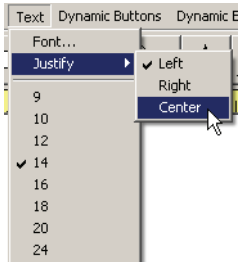
Note: You can change the default font, style, and size used by the **Text Tool** by first double-clicking on the **Text Tool**, then selecting **Text > Font** and making the desired changes.

Tip: You can quickly increase or decrease the font size by one point by using keyboard shortcuts. "+" will increase the size, and "-" will decrease the size.

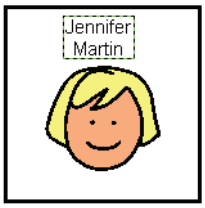
Changing the Text Justification



Select the text field using the **Text Tool** or **Pointer Tool**.



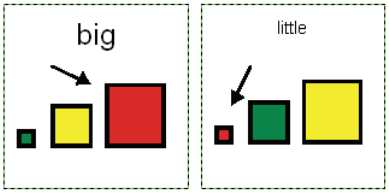
Choose **Text > Justify**, and then choose the alignment you want from the submenu. In this example the **Center** option has been chosen.



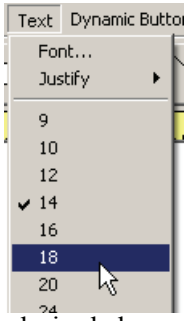
The text in this example is now centered.

Tip: You can change the alignment of text with the **Pointer Tool** by right-clicking the text and choosing the alignment option you want from the **Justify** submenu.

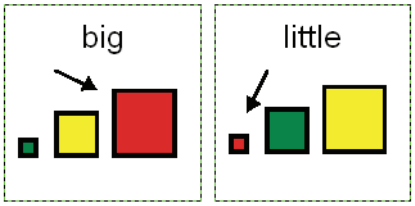
Changing the Text Settings on Multiple Buttons



Select the buttons whose text will be changed.



Make the desired changes in the **Text** menu.



All selected buttons will reflect the text change.

Note: If you are increasing the text size on your buttons by a significant amount, the text may appear behind the top portion of some symbols. It may be necessary to resize or reposition some symbols within their buttons in order to avoid clipping the text.

Chapter 4
Working with Symbols on a Board

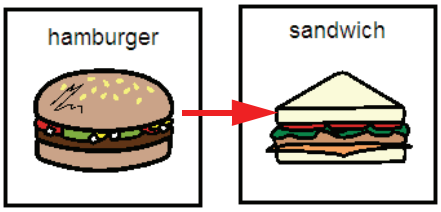
Chapter Overview BM BM+ SDP

A symbol on a button can be easily replaced, added to, resized, moved, or deleted. This chapter will show you how to manipulate the symbols and create your own symbols.

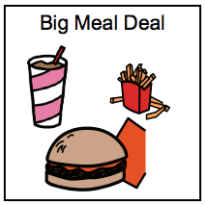
The following topics will be covered:

- Replacing a Symbol on a Button
- Resizing and Repositioning a Symbol
- Clearing Symbols and Text from Selected Buttons
- Adding an Additional Symbol to a Button
- Using a Portion of a Symbol (Marquee/Lasso)

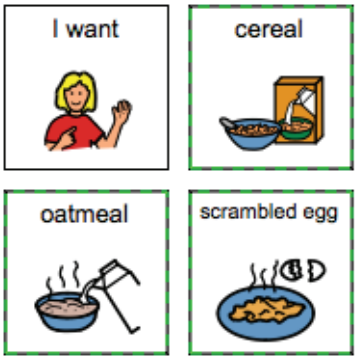
Quickly replace a button's symbol and text.

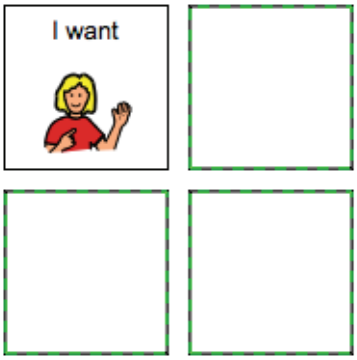


Position multiple symbols on a button to make a new symbol.



Quickly clear the contents of any selected buttons.

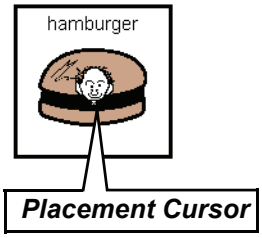




Replacing a Symbol on a Button

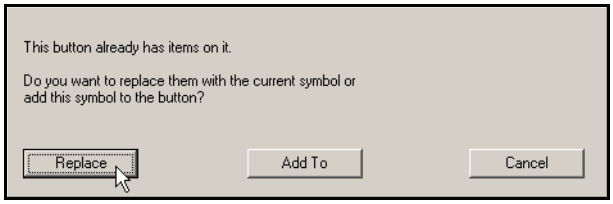
1. Search for a new symbol in the Symbol Finder.

   Using the **Placement Cursor**, click the button whose symbol will be replaced.





2. Click the **Replace** button to confirm the action.



3. The new symbol and text will replace the old ones.

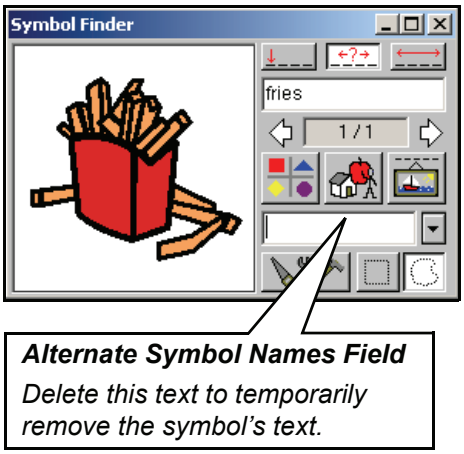


Adding an Additional Symbol to a Button

1

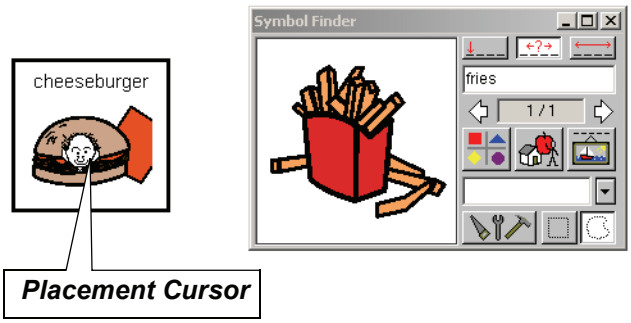
Search for the symbol you want to add.

Press the **Tab** key to move to the **Alternate Symbol Names** field, then press the **Backspace** or **Delete** key to remove the symbol text. Remove the symbol label to prevent adding an additional label to the button.



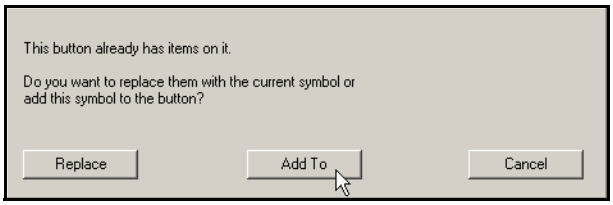
2

Using the **Placement Cursor**, click the button that will receive the additional symbol or click and drag out a marquee box that will determine the size and position of the additional symbol.



3

Click the **Add To** button to confirm the symbol addition.



4

The new symbol is added to the button on top of the previous symbol.

Add another symbol or click on the **Pointer Tool** to resize and reposition the symbol you just added.

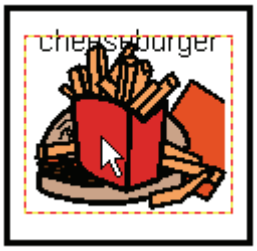


Resizing and Repositioning a Symbol

1

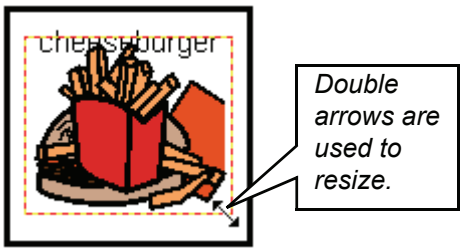
Select the symbol to resize.

Note: If there are multiple symbols on top of each other on the button, the first click selects the symbol on top, the next click selects the next symbol down, etc.



2

Move the pointer over any portion of the dashed selection box. The pointer will become a double arrow.

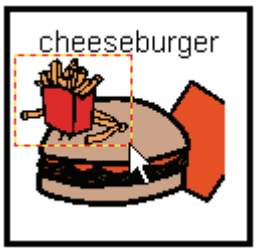


3

Click and drag the lower right-hand corner to resize the symbol.

Tip: Hold down the **Shift** key while resizing the symbol to maintain the symbol's proportions.

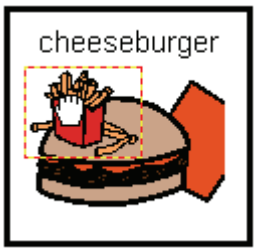
Tip: If the symbol gets distorted as a result of resizing it, right-click the symbol and select **Restore Proportion** to return the symbol to it original aspect ratio.



4

If necessary, move the pointer over the symbol, then click and drag to reposition the symbol.

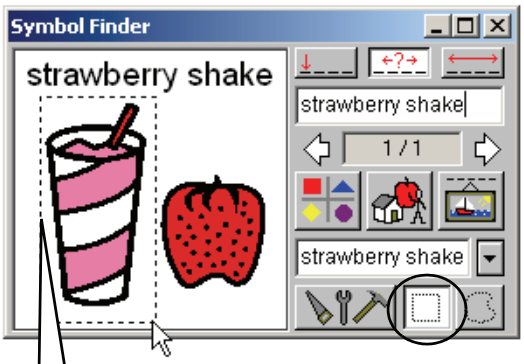
Tip: You can change the order in which the symbols are stacked on a button by selecting a symbol, then selecting **View > Send To Back** in the **View** or contextual menu.



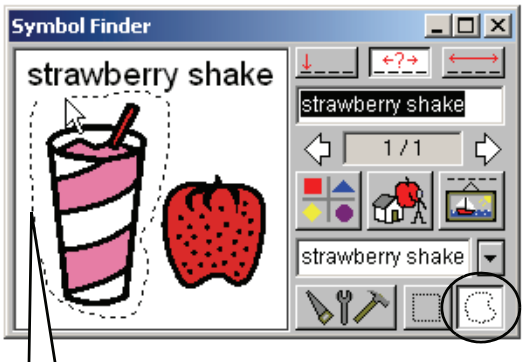
Using a Portion of a Symbol (Marquee/Lasso)

1

Selecting a Portion of a Symbol



*Select a rectangular region with the **Marquee**.*



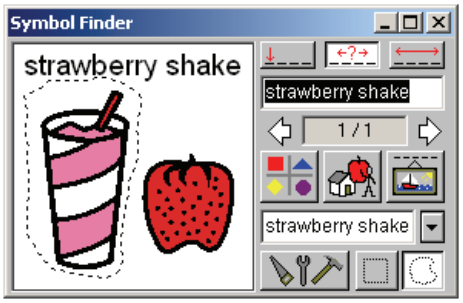
*Select a freeform region with the **Lasso**.*

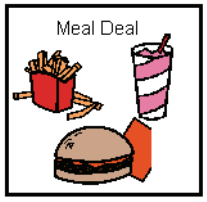
Click either the **Marquee** or **Lasso** button then click and drag to select the desired portion of a symbol.

2

Placing the Selection





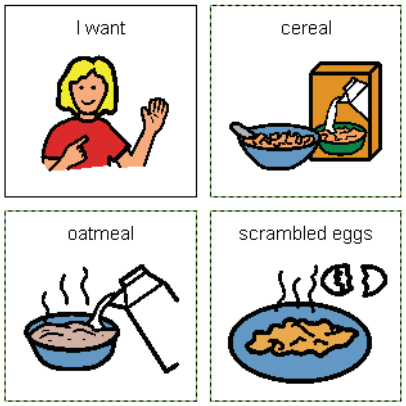


Completed button (after resizing and positioning).

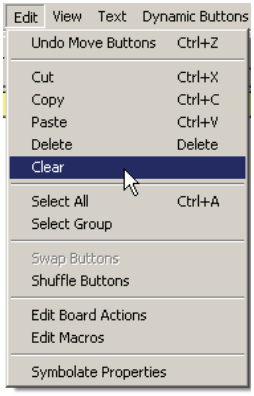
You can click with the **Placement Cursor** or press the **Enter** key to place the symbol on the next blank button. You can also click and drag out a marquee box with the **Placement Cursor** to set the position and size of the selected portion of the symbol within the button.

To learn how to save a new symbol in the Symbol Finder, please refer to *Chapter 8 - Adding New Symbols or Photos to the Symbol Finder*.

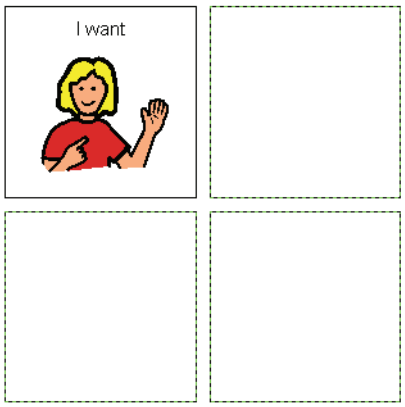
Clearing Symbols and Text from Selected Buttons



Select the buttons whose symbols and text you want to clear.



Choose **Edit > Clear** or right-click on one of the buttons and choose **Clear Buttons > Face** from the contextual menu.



The cleared buttons are ready for new symbols.

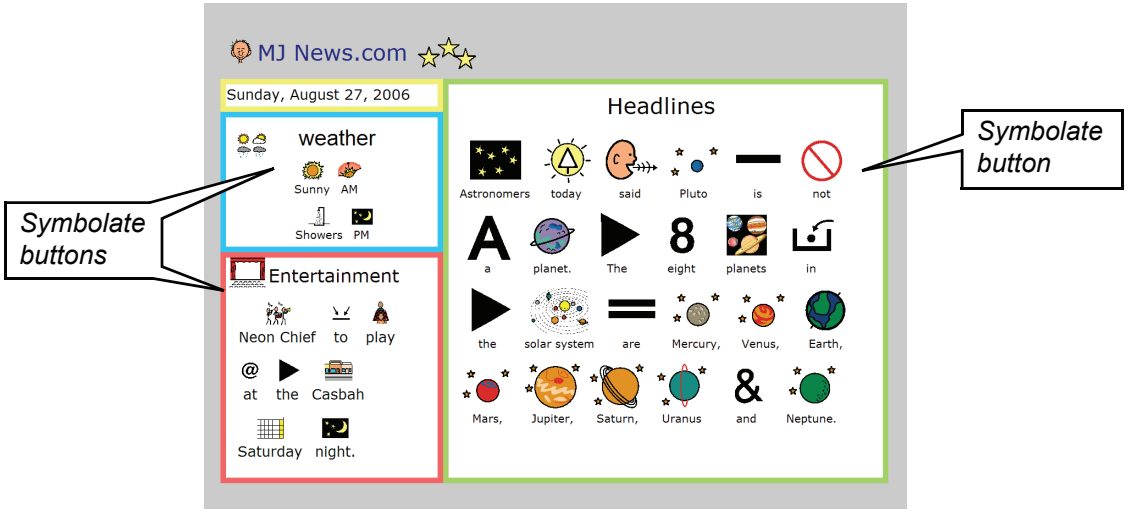
Chapter 5
Working with Symbolate Buttons

Chapter Overview BM BM+ SDP

Symbolate buttons provide a quick and easy way to create symbol-adapted sentences, stories, direction strips and other instructional materials and aids. As text is typed into a symbolate button, appropriate symbols will appear above each word. By design, text and symbols cannot be moved around in symbolate buttons, but in most other respects, symbolate buttons are similar to standard buttons. Their background color, border thickness, corner setting, font size, style and color can be set in the usual fashion. They can be positioned and resized according to your needs. In Boardmaker Plus! and Boardmaker with Speaking Dynamically Pro, you can assign a subset of actions to these buttons, including the new **Read With Highlighting** action designed specifically for symbolate buttons.

The following topics will be covered:

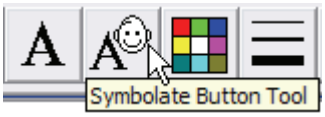
- Creating a Symbolate Button
- Changing the Symbol for a Word-Symbol Pairing
- Changing the Default Word-Symbol Pairing
- Changing the Text Position
- Changing the Font and Symbol Size
- Read with Highlighting Action
- Editing Symbolate Text
- Making New Word-Symbol Pairs
- Changing the Font and Symbol Size
- Changing the Text for a Word-Symbol Pairing
- Setting the Button's Symbolate Properties



*Quickly create symbol-supported learning activities like this current events page using the **Symbolate Tool**. The symbols automatically appear as you type. (Many of the symbols shown above come from the optional PCS addendum libraries.)*

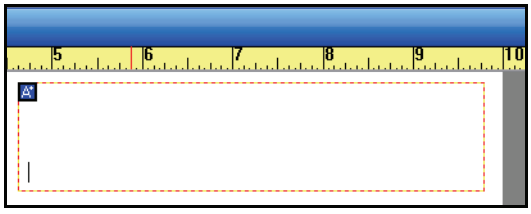
Creating a Symbolate Button

1 Select the **Symbolate Tool** in the toolbar.



2 Click on the background where you would like to start typing.

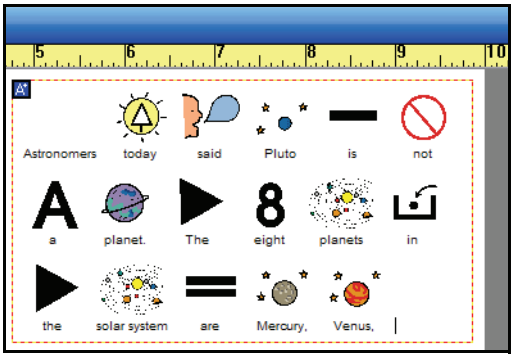
A new symbolate button will extend from the location where you have clicked to the right edge of the board. You will be able to adjust the width of the button later. A symbolate button's height is automatically determined by its font and symbol size settings.



Tip: Click and drag horizontally with the **Symbolate Tool** to set the initial width of the symbolate button.

3 Begin typing in the new symbolate button. If there is a valid word-symbol match, then the symbol will appear as each word is completed.

The text will automatically wrap when it reaches the right edge of the button. You can move to a new line at any time by using the **Enter** (or **Return**) key. There is no limit to the amount of text you can type into a symbolate button. However, you are limited to what you can see by the dimensions of your board.



Tip: To access symbols that are paired with multi-word phrases (like “solar system”) you must type “solar_system.” The underscore (“_”), which will appear as a space, prevents the program from attempting to symbolate the first word.

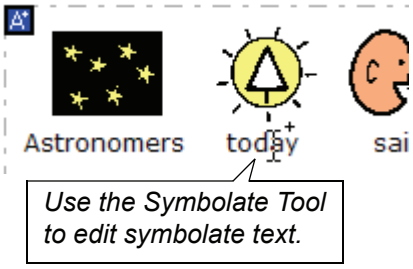
Note: You can apply standard button appearance options such as border thickness and color, background color and shadow borders to a symbolate button.

Editing Symbolate Text

1

Select the **Symbolate Tool** and click on the text you want want to edit. The symbolate button will behave like a very simple text editor.

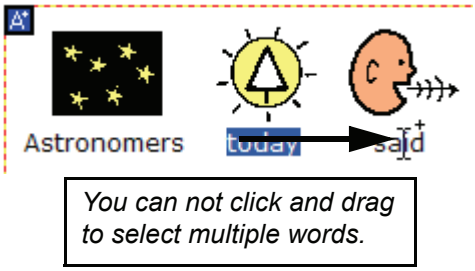
Tip: Right-click a symbolate button and choose **Symbolate Tool** from the contextual menu to edit the text.



2

Once the text cursor is positioned, text can be inserted and deleted as in any word processor. Move around within the text by repositioning the cursor or by using the arrow keys.

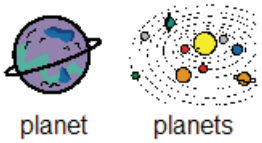
Note: Although you can use standard techniques to select text (for example, clicking and dragging across the letters you want to select), your selection cannot span multiple word-symbol pairs.



3

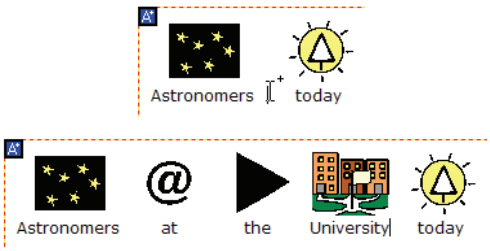
The program will automatically re-symbolate the text as it is changed.

You can prevent the application from automatically re-symbolating the text by holding down the Alt key while you type. Refer to the *Changing the Text for a Word-Symbol Pairing* section for more information.



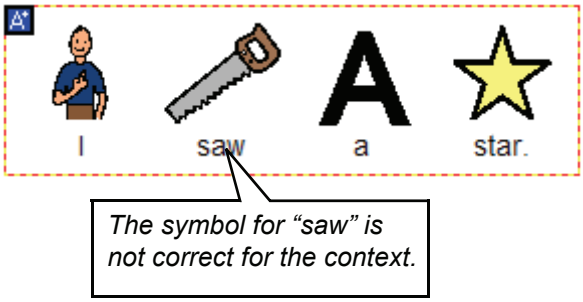
4

Click between two symbolate word-symbol pairs to insert new text.



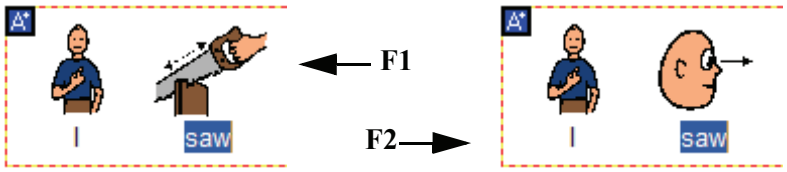
Changing the Symbol for a Word-Symbol Pairing

The program uses a set of pre-defined word-symbol pairings and symbol library searches to determine the symbol that will first appear when a word is typed. The first symbol that appears will not always be appropriate for the context of the word. In this situation you can manually step through the candidate symbols (i.e., all symbols paired with the word).



Using the F1 and F2 Keys

With the **Symbolate Tool**, click on the word or symbol you want to change, then press the **F2** or **F1** keys to step forward or backward through any candidate symbols paired to the word. This can also be done for the last word you typed.

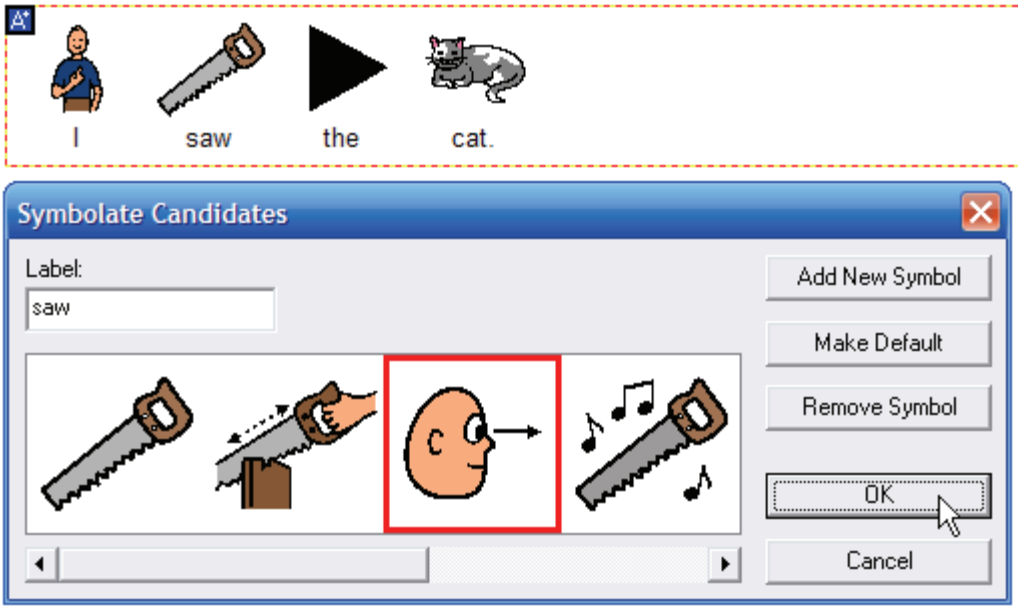


OR

Using the Symbolate Candidates Dialog

With the **Symbolate Tool** selected, double-click on the symbol (not the word) that you want to change. The **Symbolate Candidates** dialog will appear.

Click on the appropriate candidate symbol then click the **OK** button.



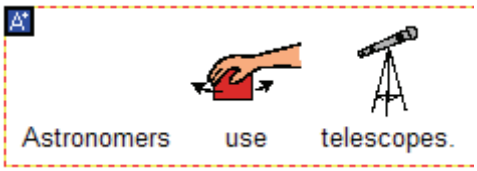
Tip: Double-clicking on the appropriate symbol will automatically select the symbol and close the **Symbolate Candidates** dialog.

Tip: Selecting a word and pressing the **Esc** key will also open the **Symbolate Candidates** dialog.

Note: This symbol change only applies to this instance of the word. If you want to make this symbol the new default for the word, click the **Make Default** button.

Making New Word-Symbol Pairs

You have access to a large number of PCS symbols in the libraries provided with the program and through the optional PCS addendum libraries, but there will be words that will not have any paired symbols. This will be especially true for names, places and other proper nouns. In this situation, you can manually make a new word-symbol pairing.

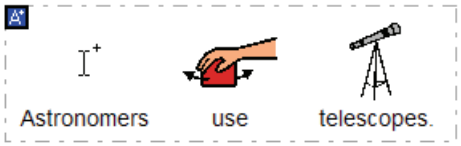


There is no symbol associated with "astronomer." You will need to make a new word-symbol pairing.

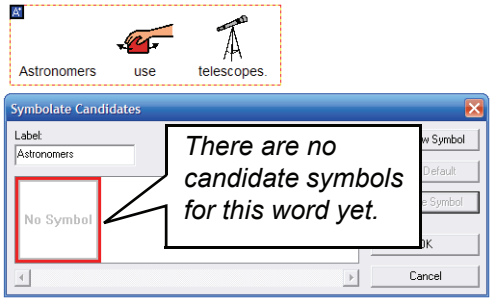
1

Using the **Symbolate Tool**, double-click above the word (where a symbol would be) to open the **Symbolate Candidates** dialog.

Tip: Selecting the word and pressing the **Esc** key will also open the **Symbolate Candidates** dialog.



Double-click above a word to create a new word-symbol paring.

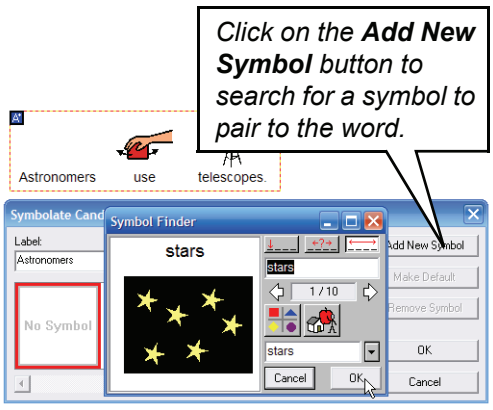


2

Click the **Add New Symbol** button. This will open a special version of the Symbol Finder.

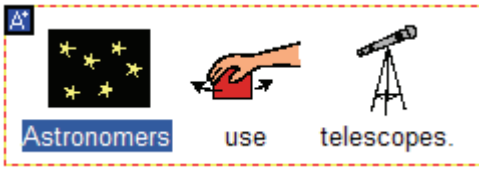
Search for the symbol that you would like to pair with the word (shown in the **Label** field).

Click the **OK** button when you have located the appropriate symbol.



3

The "stars" symbol is now paired with the word "astronomer." Click the **OK** button. The newly paired symbol will appear in the symbolate button. This new word-symbol pairing will be remembered by the program for future use.



Tip: Import photos into the Symbol Finder to make them available for use in symbolate buttons. The name(s) you provide for the photo will determine its automatic word-symbol pairing.

Changing the Default Word-Symbol Pairing

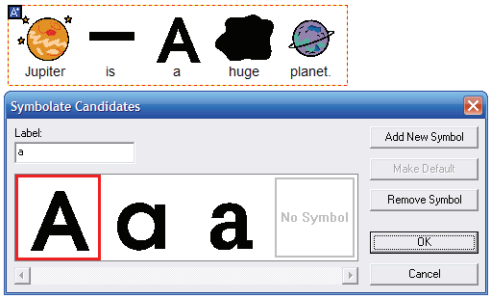
You may want to change the default word-symbol pairing to a more appropriate symbol or imported photo, or to set the default so that no symbol appears initially. This can be accomplished using the **Symbolate Candidates** dialog.



In this example you might want to change the default word-symbol pairing so no symbol appears for the word "a" and find a better symbol for the word "huge."

1

With the **Symbolate Tool**, double-click the symbol for the word-symbol pairing to be changed. This will open the **Symbolate Candidates** dialog.



Symbols that are already paired to the word.

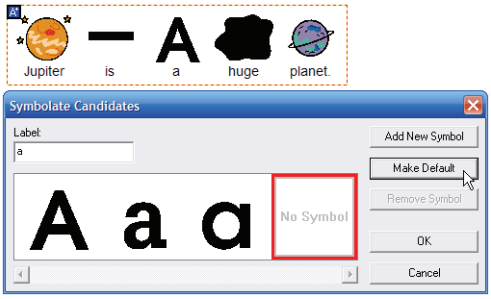
2

Click the symbol you want to become the new default then click the **Make Default** button.

Select the **No Symbol** entry in the candidate list to prevent the application from displaying a symbol for the word.

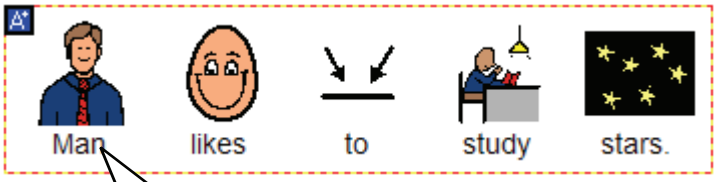
Click **OK** to save the changes.

Note: Use the **Remove Symbol** button to remove a candidate symbol from the list and prevent it from appearing when pressing **F1** or **F2** to step through the word-symbol pairs.



Changing the Text for a Word-Symbol Pairing

Temporary changes can be made to words and phrases in existing word-symbol pairs. This can be done using a keyboard shortcut or through the **Symbolate Candidates** dialog.



In this example you might want to change the word "Man" to a person's name.

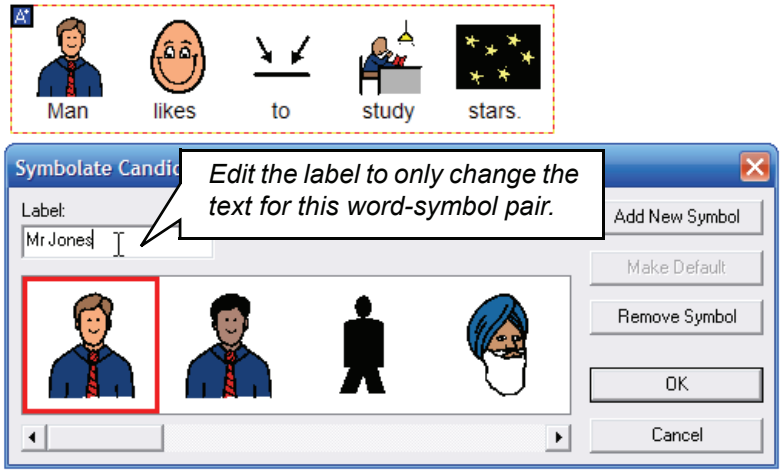
Note: Changes to the text in a word-symbol pair are temporary and only apply to that word-symbol pair.

Tip: For specific people, places or things, import photos into the Symbol Finder to make them available for use in symbolate buttons. The name(s) you provide for the photo will determine its automatic word-symbol pairing.

Using the Symbolate Candidates Dialog

Using the **Symbolate Tool**, double-click the symbol whose word is to be changed.

Type the new word or phrase in the **Label** field. Click **OK** when finished.

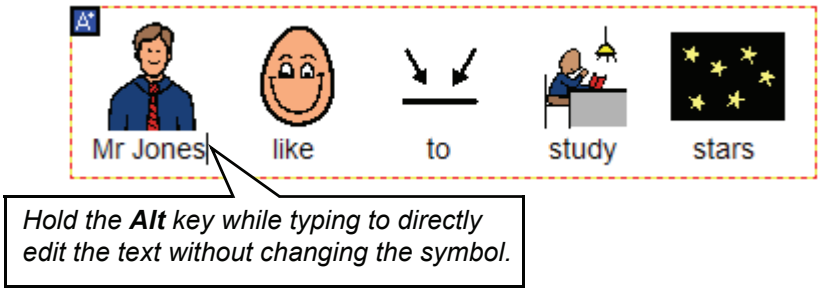


OR

Using the ALT Key

With the **Symbolate Tool**, select the word you want to change.

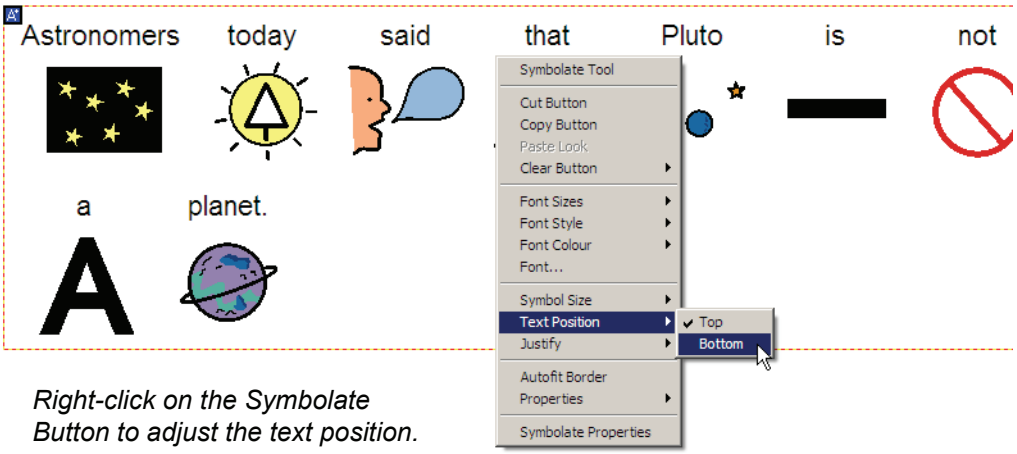
While holding down the **Alt** key, type the new text for the symbol. Holding the **Alt** key prevents the application from attempting to re-symbolate the text.



Click elsewhere in the button when finished.

Changing the Text Position

The text in a symbolate button can appear on top of or below the symbols.

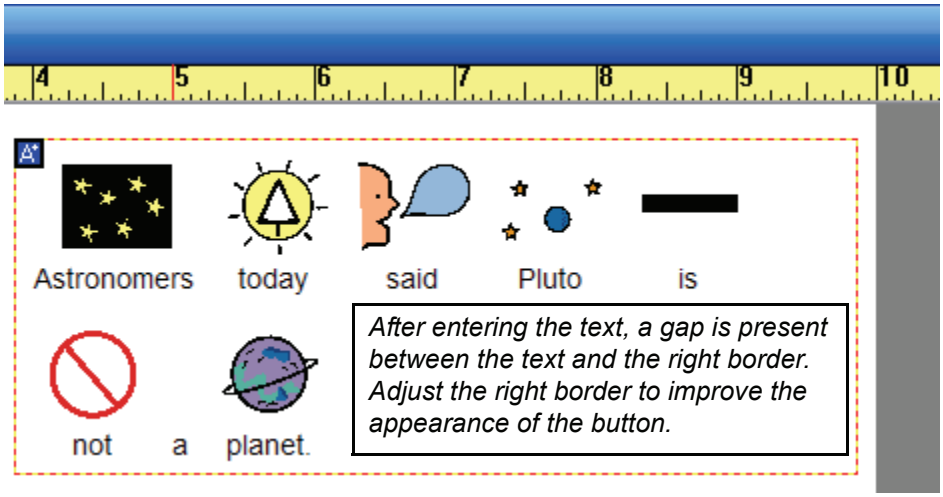


Right-click on the Symbolate Button to adjust the text position.

Note: This change only affects the current button. To change the text position for all future symbolate buttons, make sure nothing is selected, then change the setting by choosing **Edit > Symbolate Properties**.

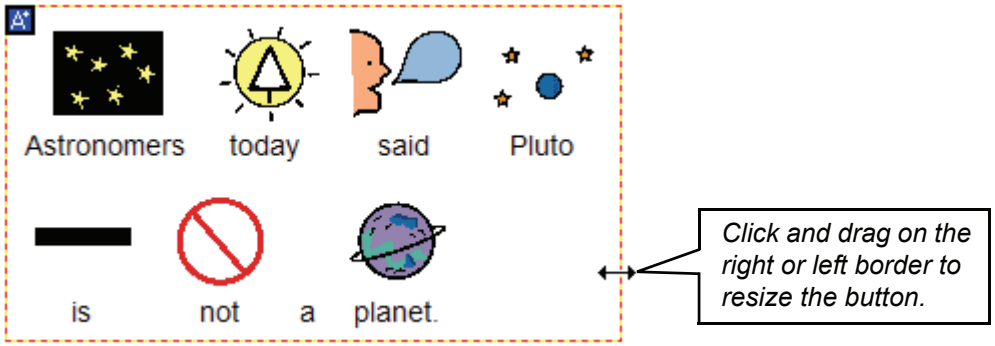
Adjusting the Button Border

It is not uncommon to have a gap between the right border of a symbolate button and its contents. The border can be adjusted either manually or by using the **Autofit Border** option (contextual menu). Each option yields a slightly different result.



Manual Resizing

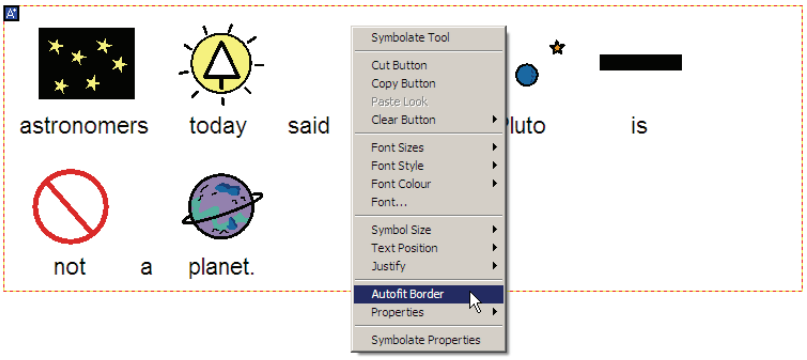
Using the **Pointer Tool**, click and drag on the left or right border to resize the button. The text and symbols in the button will not change as you change its width. The height of the entire symbolate button will change to accommodate its contents.



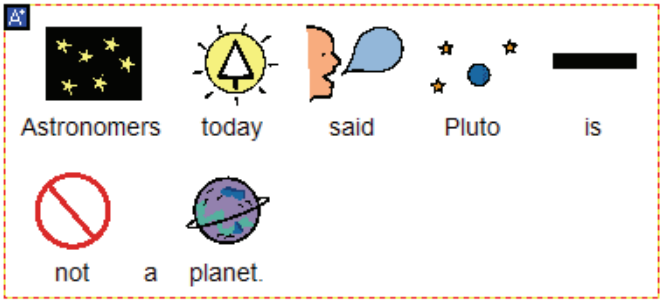
OR

Autofit Border

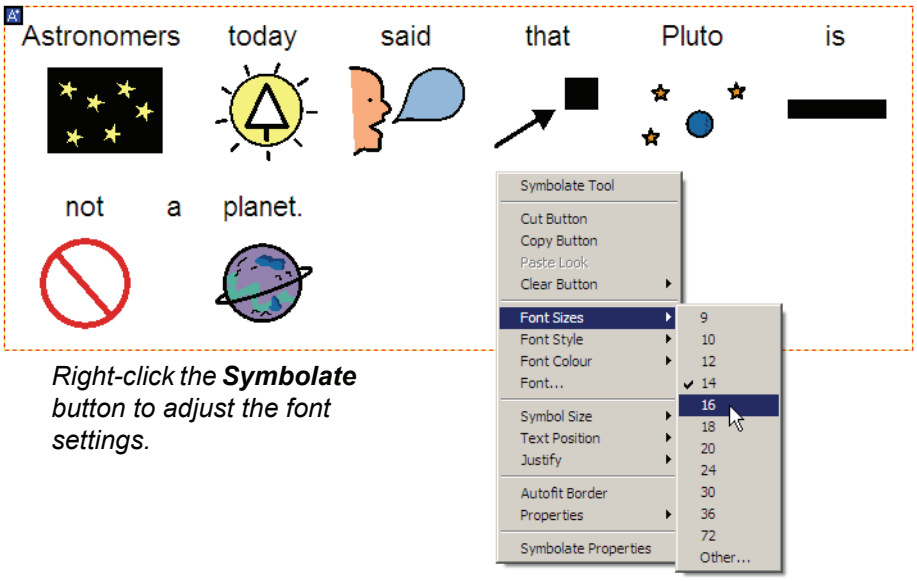
Right-click the symbolate button and select **Autofit Border** from the contextual menu. This will fit the border to leave a consistent margin around its contents. This option will never change the top or bottom border of the button.



*Use the **Autofit Border** option to fit the border for a consistent margin.*



Changing the Font and Symbol Size



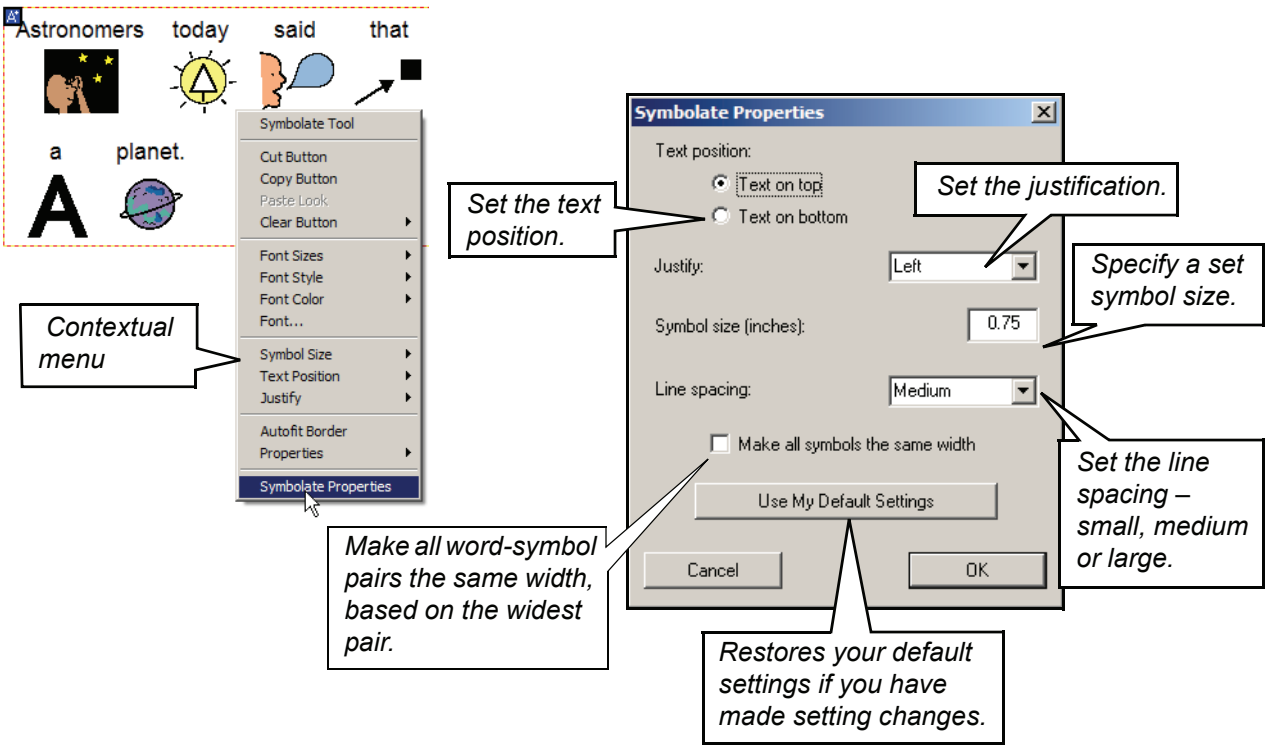
*Right-click the **Symbolate** button to adjust the font settings.*

As with any text, you can adjust the font size, color, style and justification in a symbolate button. All of these settings are available in the contextual menu that can be opened by right-clicking the symbolate button. Many of these options can also be found in the **Text** menu.

Setting the Button's Symbolate Properties

A convenient method of setting the properties of the symbolate button is to use the **Symbolate Properties** dialog .

Note: A few of the more commonly used **Symbolate Properties** are available directly from the contextual menu, however, this dialog contains all available properties of a symbolate button.

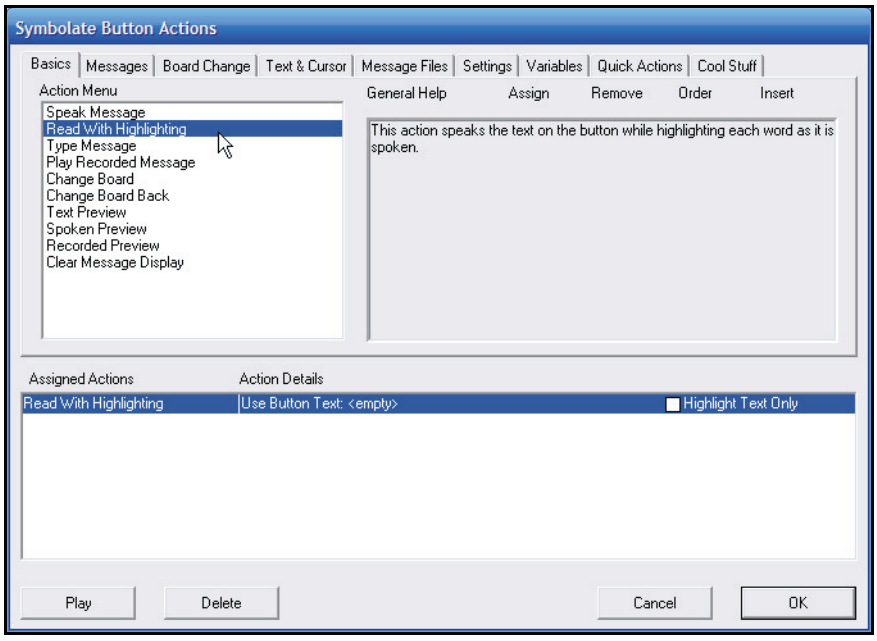


Note: You can define your personal default properties for symbolate buttons by choosing **Edit > Symbolate Properties** and modifying the default values. You can restore your default settings to the factory default settings for symbolate buttons by by choosing **Edit > Symbolate Properties** and clicking on the **Restore Factory Default Settings** button.

Read with Highlighting Action BM+ SDP

In Boardmaker Plus! and Boardmaker with Speaking Dynamically Pro, you can choose to read symbolate buttons aloud. Each word-symbol pair will be highlighted as it is spoken.

Double-click the symbolate button and select the **Read With Highlighting** action in the **Basics** action category in the dialog that appears. By default, the entire word-symbol pair is highlighted as it is spoken. Check the **Highlight Text Only** box to highlight just the text.



Note: This action is only available on symbolate buttons.

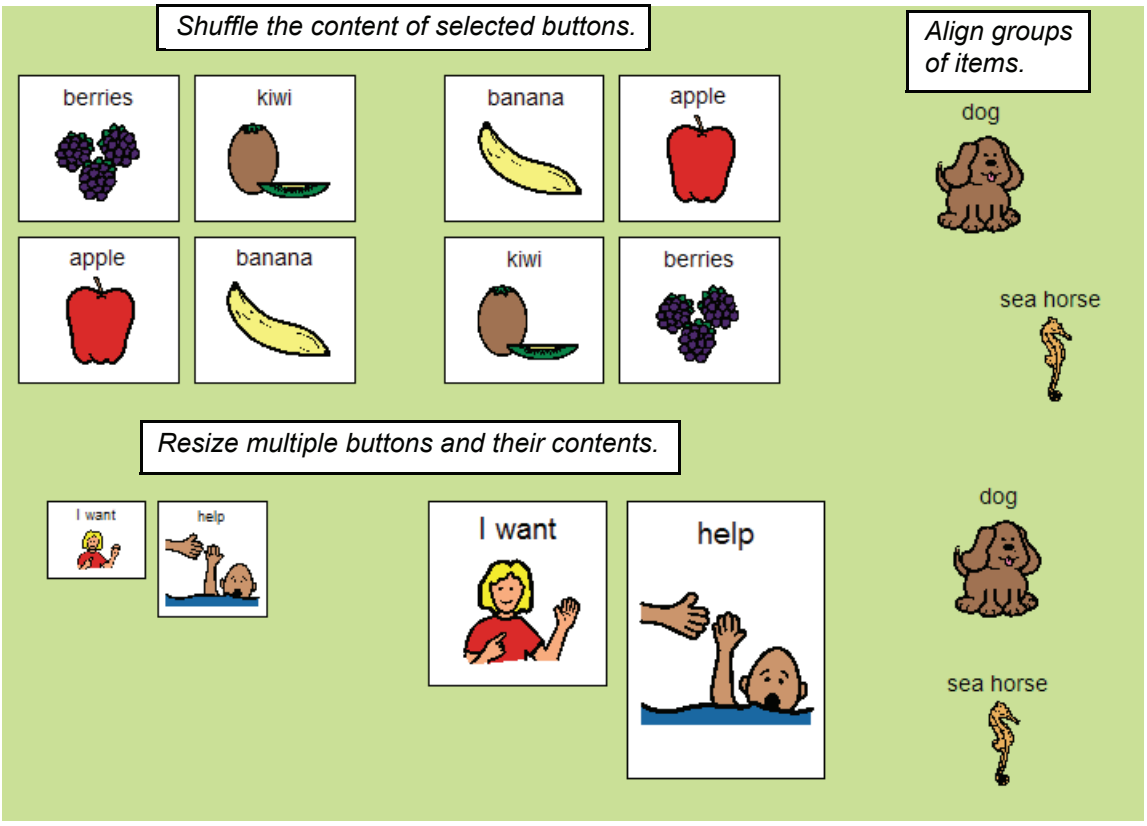
Chapter 6
Working with the Board Layout

Chapter Overview BM BM+ SDP

The program contains a variety of useful features that make it easy to change the appearance of a board by quickly scaling and rearranging the content of buttons, aligning and centering symbols and text.

The following topics will be covered:

- Resizing Individual Buttons and Their Contents
- Swapping Button Content and Appearance
- Anchoring Images and Symbols on the Background
- Resizing Multiple Buttons
- Shuffling Buttons



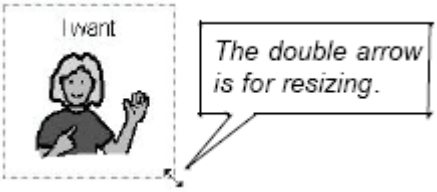
Resizing Buttons and Graphics

1

Resizing a button

Select the button to be resized.

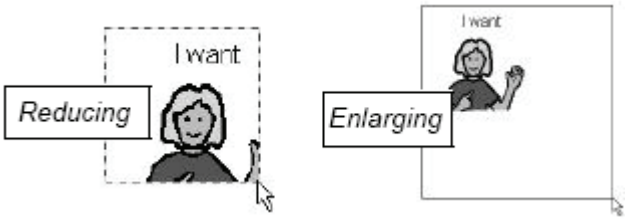
Move the pointer over any portion of the dashed button border. The pointer will become a double arrow.



2

Click and drag to resize the button.

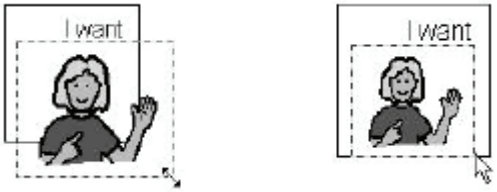
Notice that the symbol and text don't resize with the button.



3

Resizing the Symbol and Text

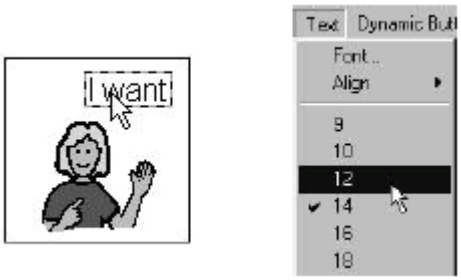
Use a similar procedure to resize the symbol as necessary.



4

Select the text field, then select an appropriate font size in the **Text** menu.

Use the pointer to reposition the text field as necessary.

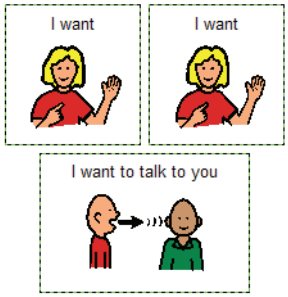


Resizing Multiple Buttons

1

Multiple buttons on a board can be resized together using the same methods as described for single buttons.

Select the buttons to be resized (using the **Pointer Tool** while holding down the **Shift** key or click on the background and drag out a marquee box that touches all the buttons).



Select the buttons to be resized.

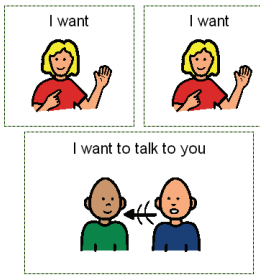
2

Press the **Ctrl** key. A red dashed border will appear around all the selected buttons.

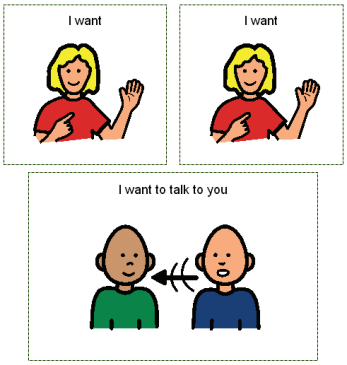
While holding down the **Ctrl** key, click and drag the red dashed border around the selected buttons to resize them and all of their contents.

To resize the buttons, symbols and lines while leaving the text the original size, hold down both the **Ctrl** and **Alt** keys at the same time you click and drag.

Note: As with resizing single buttons, holding down the **Shift** key will force the buttons to be resized proportionally.



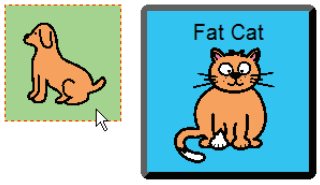
*Resized with the **Ctrl** key held. The text resizes.*



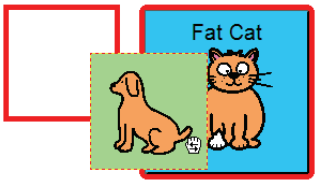
*Resized with the **Ctrl + Alt** keys held. The text does not resize.*

Swapping Button Content and Appearance

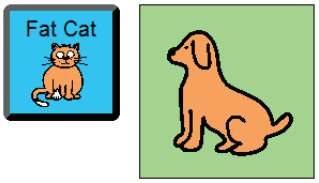
Button content (symbols, text and lines) and appearance (color, border color, border thickness, etc.) can easily be swapped between two buttons. If the buttons are different sizes, the content will be scaled to fit the button.



Using the **Pointer Tool**, select the first button you want to swap.



Hold down the Alt key and click and drag the button on top of the button you want to swap it with.



The buttons will exchange positions. Each button will scale accordingly, but will maintain its appearance.

Note: You can also swap buttons by choosing **Edit > Swap Buttons**. Both buttons have to be selected first (hold down the **Shift** key and click on each button).

Note: For Boardmaker Plus! and Boardmaker with Speaking Dynamically Pro users, all button actions associated with the buttons will also be swapped.

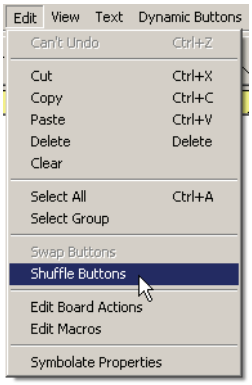
Tip: If you are interested in just moving the appearance (button and border color) from one button to another, but not the content of the button, you can copy the button and use the **Paste Look** option (refer to the in-application **Help Topics**).

Shuffling Buttons

The content (symbols, text and lines) and appearance (button color, border color, border thickness, etc.) of multiple buttons on a board can be shuffled easily using the **Shuffle Buttons** command in the **Edit** menu.



Select all the buttons you want to shuffle with the **Pointer Tool**.



Choose **Edit > Shuffle Buttons**.



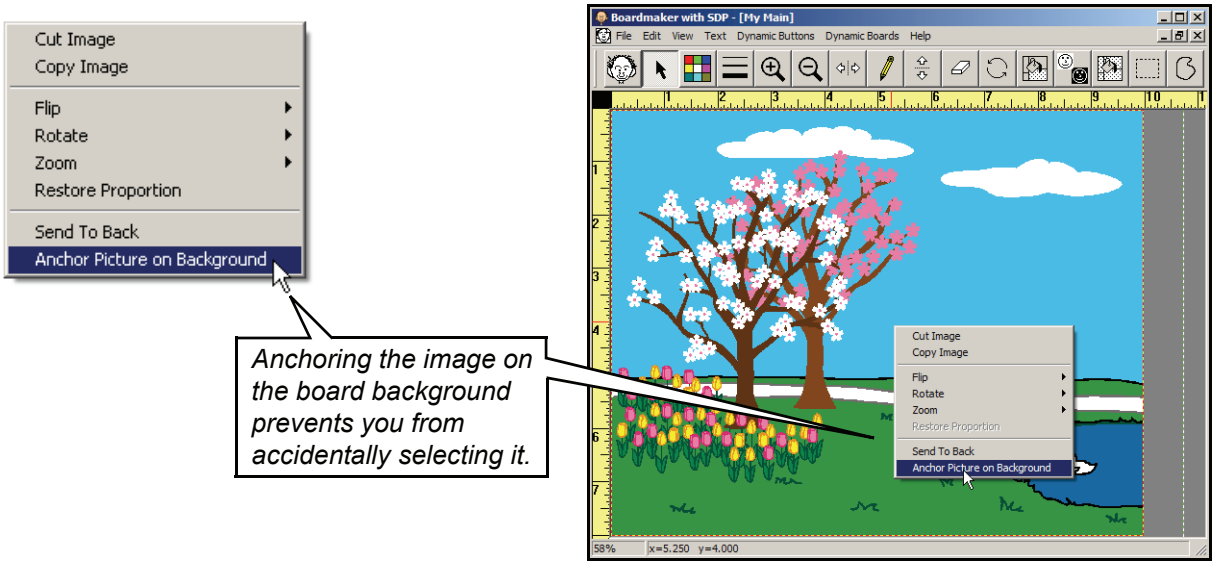
The contents of all selected buttons will be randomly shuffled.

Note: As with the **Swap Buttons** feature, the shuffled buttons can be of different sizes. The content will be scaled appropriately.

Note: For Boardmaker Plus! and Boardmaker with Speaking Dynamically Pro users, all assigned button actions associated with the buttons will also be shuffled.

Anchoring Images and Symbols on the Background

When designing a board that includes background images, accidentally selecting those background images can be a nuisance. To prevent accidental selection, right-click the background image (or images) and choose **Anchor Picture on Background** from the contextual menu.



When this property is set, the background image becomes non-selectable while using the left mouse button. To reset the property, simply right-click on it again and deselect the **Anchor Picture on Background** option.

Chapter 7
Working with the Paint Tools

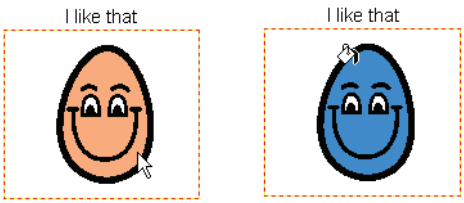
Chapter Overview BM BM+ SDP

You have access to a set of paint tools that can be used to change the appearance of a selected symbol. You can quickly add lines, change the color of a face, erase an unwanted portion of a symbol, and much more.

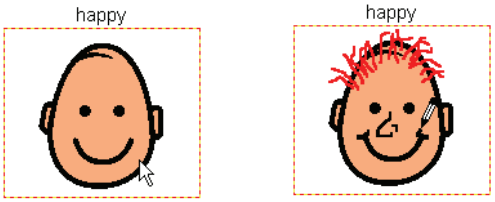
The following topics will be covered:

- Paint Tools at a Glance
- Transparency Color
- Pencil Tool
- Color Tool
- Fill Tool
- Invert Tool
- Rotate Tool
- Important Paint Tools Information
- Pointer Tool
- Eraser Tool
- Thickness Tool
- Fill All Tool
- Flip Horizontal Tool and Flip Vertical Tool

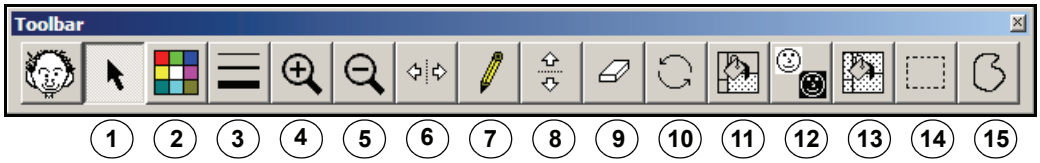
Change a symbol's color



Draw on the symbol.



Paint Tools at a Glance



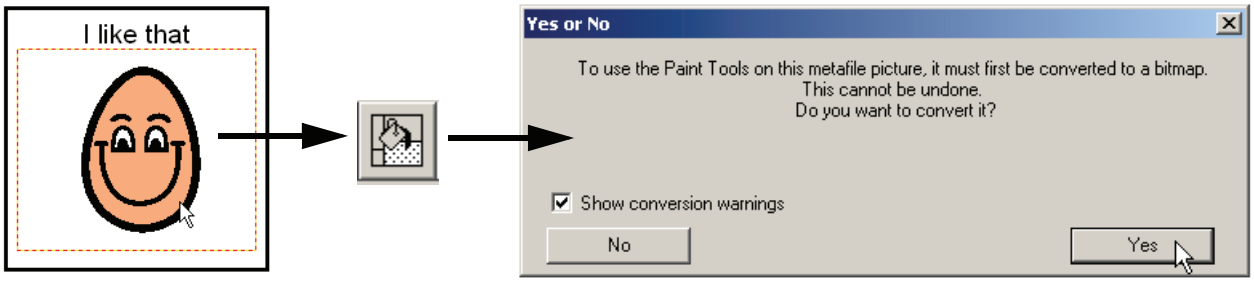
1. ***Pointer Tool***
2. ***Color Tool***
3. ***Line Tool***
4. ***Zoom In Tool***
5. ***Zoom Out Tool***
6. ***Flip Horizontal Tool***
7. ***Pencil Tool***
8. ***Flip Vertical Tool***
9. ***Eraser Tool***
10. ***Rotate Tool***
11. ***Fill Tool***
12. ***Invert Tool***
13. ***Fill All Tool***
14. ***Marque Tool***
15. ***Lasso Tool***

Note: The paint tools will appear only after you select a symbol with the **Pointer Tool**.

Important Paint Tools Information

Conversion to Bitmap Format

The PCS library contains metafiles (scalable line drawings) that cannot be directly edited. The symbols must first be converted into a bitmap format before the paint tools can be used.

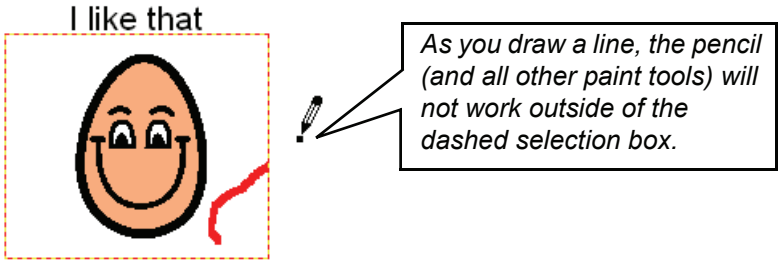


Note: Once a symbol is converted into a bitmap format it will lose some print quality. The curved lines in the symbol will no longer print smoothly, but will appear jagged.

When you first select a paint tool to use on a selected symbol, the dialog box shown above will appear. Click **Yes** to change a picture to a bitmap format and start editing it.

Limited Drawing Area

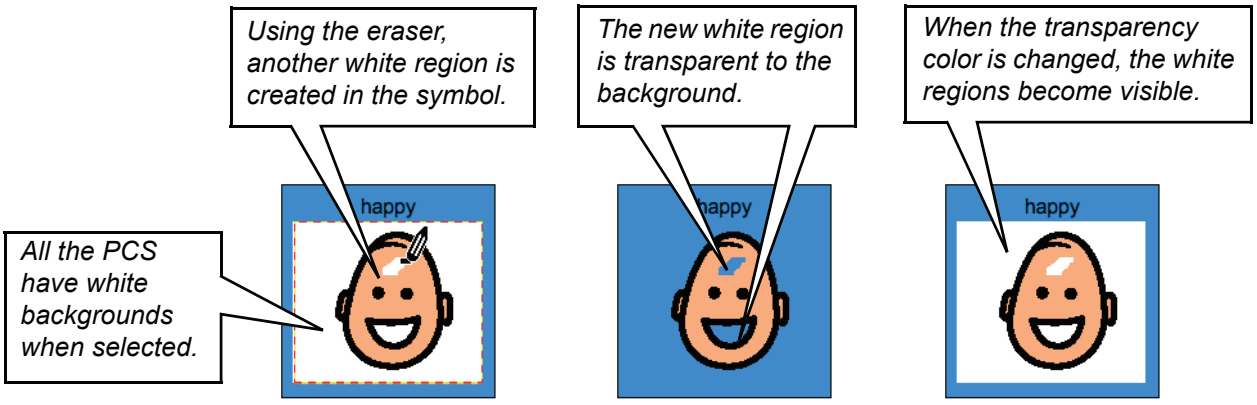
When you select a symbol, it is surrounded by a dashed selection box. This selection box defines the available drawing space in which you can use the paint tools.



Transparency Color

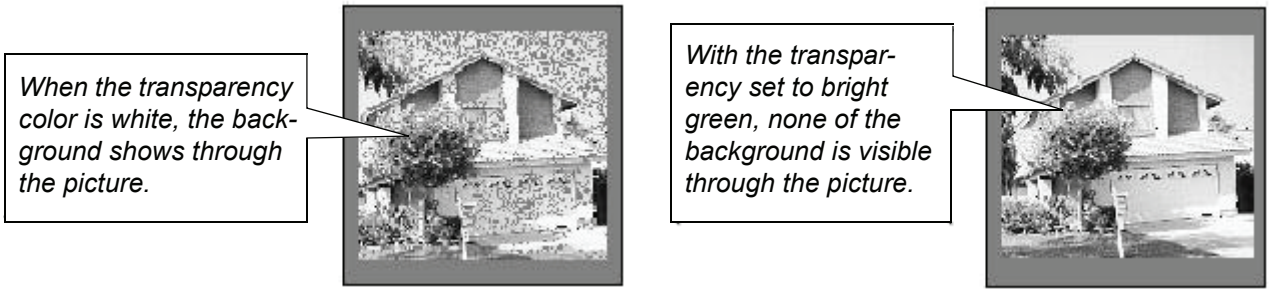
Symbol Transparency

When a symbol is converted to the bitmap format (by using a paint tool), any portion of the selected symbol that is white will become transparent to the button background color. If you select the **Color Tool** before selecting the **Pencil Tool**, **Fill Tool**, or **Fill All Tool**, you can change the transparency color. Typically, you will want to leave white as the transparency color.



Imported Picture Transparency

When importing pictures into the program, you may find it necessary to change the transparency color for that picture. If a portion of the imported picture is white (the transparency color), the background will be visible through the picture. To correct this, you will need to select a different transparency color by first selecting the picture and then selecting an obscure color using the **Color Tool**.



Tip: If you want to drop the background out of an imported picture, paint the unwanted portions of the picture with the transparency color.



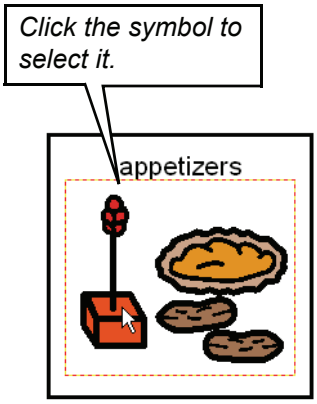
Pointer Tool

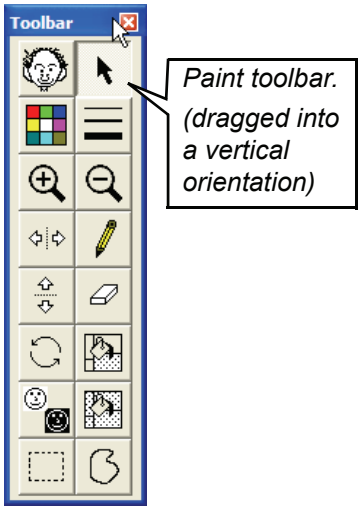
The **Pointer Tool** is used to select and move symbols, text, and buttons. When you select a symbol with the **Pointer Tool**, the paint tools palette will appear in place of the standard toolbar.

Double-click the **Pointer Tool** (or single-click the **Pointer Tool** if it is already selected) to make the standard toolbar reappear.



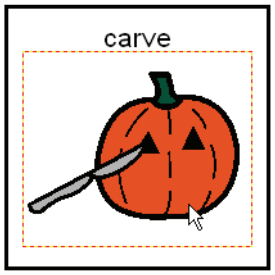
Pointer Tool





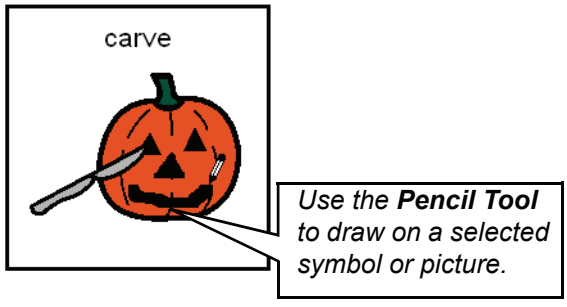
Pencil Tool

The **Pencil Tool** is used to draw on a selected symbol or picture. Use the **Color Tool** and/or **Thickness Tool** to set the color and line thickness before using the **Pencil Tool**.



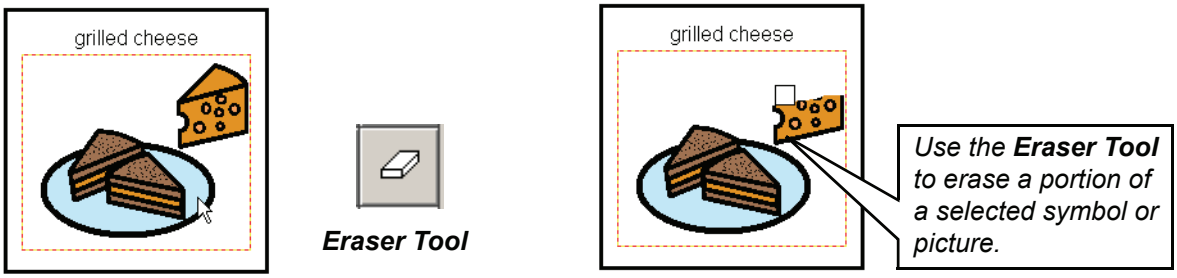


Pencil Tool



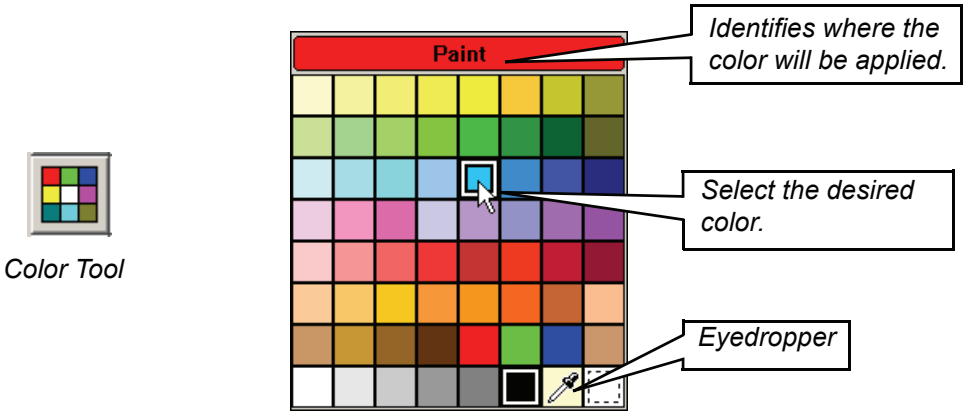
Eraser Tool

The **Eraser Tool** is used to erase a portion of a selected symbol or picture. Use the **Thickness Tool** to change the thickness of the **Eraser Tool**.



Color Tool

The **Color Tool** is used to display the Color palette. It changes the color used on the selected paint tool. If you select the **Color Tool** before selecting the **Pencil Tool**, **Fill Tool**, or **Fill All Tool**, the color you select will become the new transparency color. Please refer to the *Transparency Color* section.



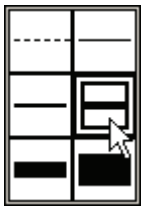
Tip: Use the eyedropper to set the color for the selected tool by clicking on any existing color on the board.

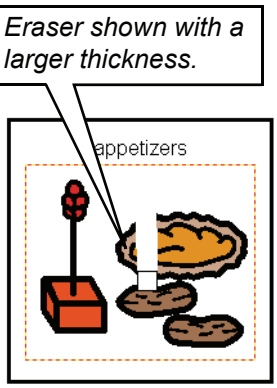
Thickness Tool

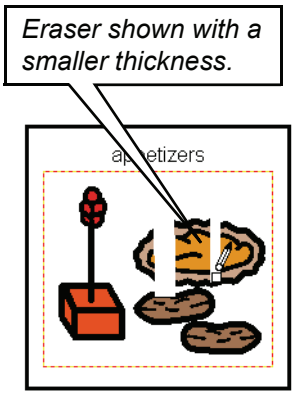
The **Thickness Tool** is used to display the thickness palette. When using the paint tools, it only affects the **Pencil Tool** and **Eraser Tool**.



Thickness Tool







Fill Tool

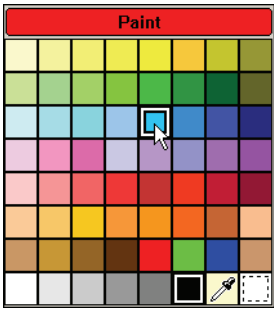
The **Fill Tool** is used to fill a selected portion of a symbol or picture with the chosen color. The selected color will flow through that portion of the symbol until is encounters bordering colors.

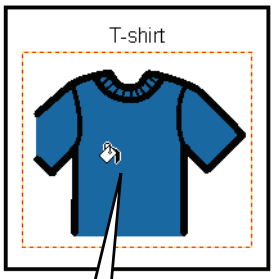


Fill Tool

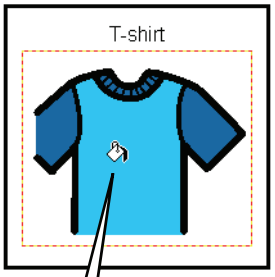


Color Tool
and palette





Position the tip of the paint pouring from the can over the portion of the symbol you want to color and click.



The selected portion of the symbol will be filled with the chosen color.

Note: To avoid accidentally changing the transparency color, select the **Fill Tool** before selecting a color with the color palette. (Refer to the *Transparency Color* for section more information.)

Fill All Tool

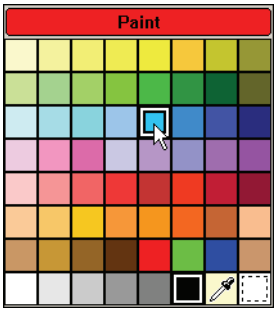
The **Fill All Tool** is used to replace all instances of a color throughout a symbol with the chosen color.

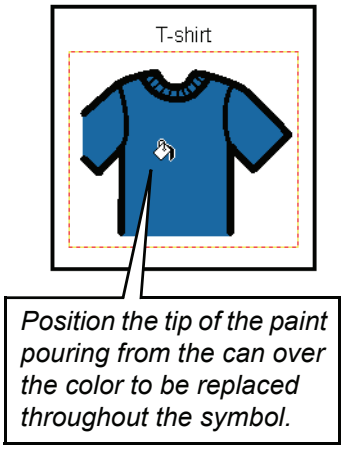


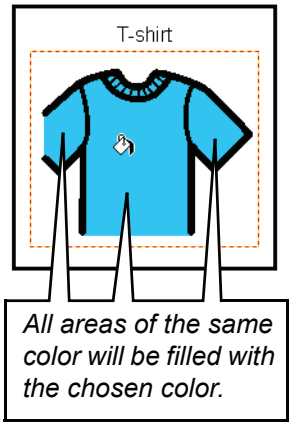
Fill All Tool



Color Tool
and palette



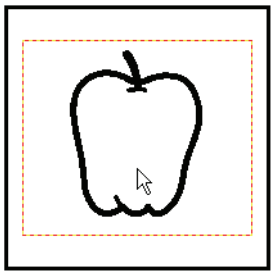




Note: To avoid accidentally changing the transparency color, select the **Fill All Tool** before selecting a color with the color palette. (Refer to the *Transparency Color* section more information.)

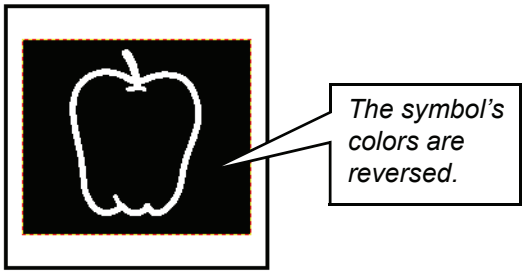
Invert Tool

The **Invert Tool** is used to invert the colors of a selected symbol or picture. This tool is only useful with black & white symbols.





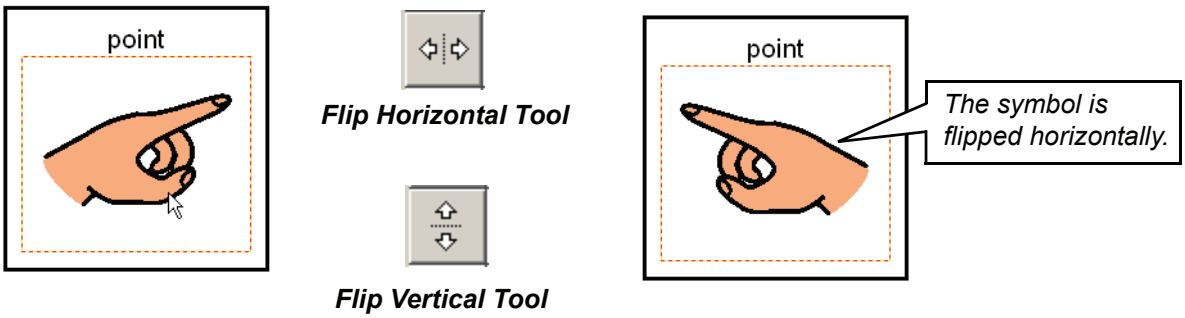
Invert Tool



Flip Horizontal Tool and Flip Vertical Tool

The **Flip Horizontal Tool** and **Flip Vertical Tool** are used to flip a symbol along a desired axis.

Tip: You can also right-click a symbol and choose a flipping option you want from the **Flip** submenu of the contextual menu.

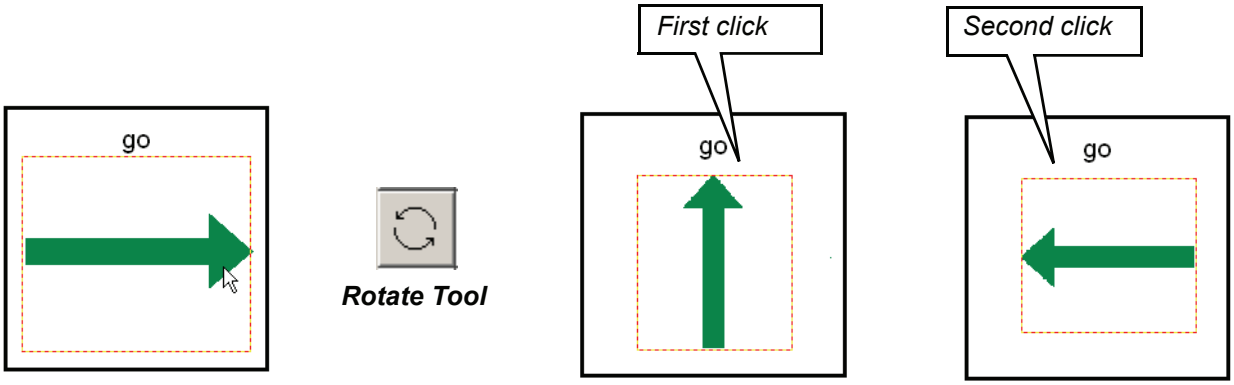


Rotate Tool

The **Rotate Tool** is used to rotate a selected symbol or picture counterclockwise 90 degrees.

Tip: You can also right-click a symbol and choose a rotate option you want from the **Rotate** submenu of the contextual menu.

Note: In most cases, the symbol will need to be repositioned in the button after it has been rotated.



Chapter 8
Adding New Symbols or Photos to the Symbol Finder

Chapter Overview BM BM+ SDP

You are not limited to the use of the Picture Communication Symbols (PCS) when creating boards. You can copy and paste, or import drawings, clip art, scanned photos, or digital pictures directly into the Symbol Finder. The graphics you add to the Symbol Finder will need to be named and categorized so you can quickly find them in the future.

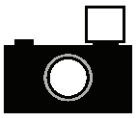
The following topics will be covered:

- Importing Saved Photos or Graphics
- Naming and Categorizing New Symbols
- Library Organization
- Dragging and Dropping Images onto the Board Background
- Dragging Images into the Symbol Finder
- Copying a New Symbol from a Button
- Deleting Your Custom Symbols
- Using Drag and Drop to Add Images
- Dragging and Dropping Images from a Web Browser
- Dragging Multiple Images into the Symbol Finder

Pictures from a variety of sources can easily be imported into the Symbol Finder for future use.



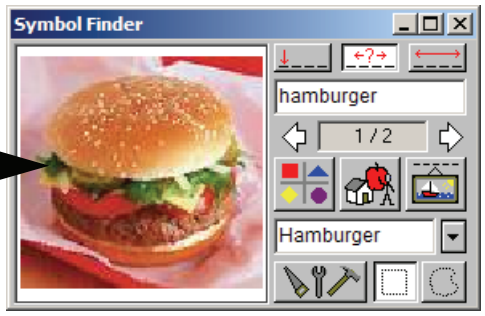
Clip Art



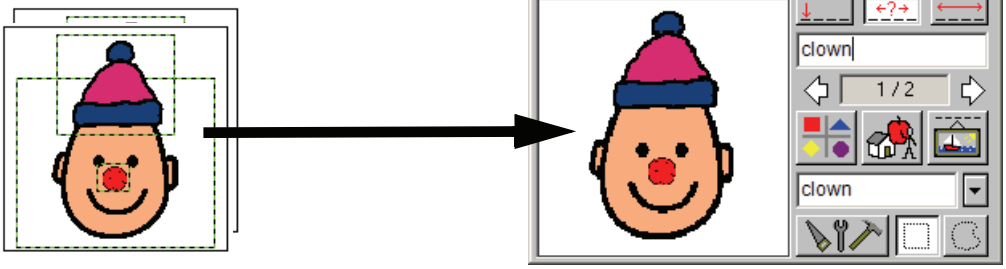
Digital Pictures



Web Images



A symbol created from other symbols within a button can be pasted into the Symbol Finder.

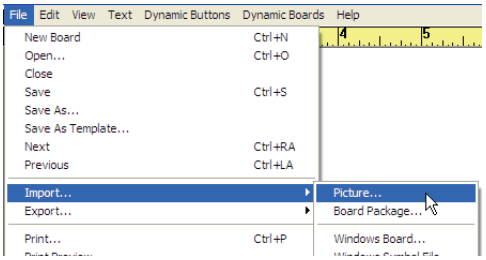


Importing Saved Photos or Graphics

If you intend to use photos or clip art on your boards, you should import them into the Symbol Finder where they can be easily accessed again and again. If you import a photo directly to a button, you will have to re-import it or copy it from that button the next time you want to use that photo again.

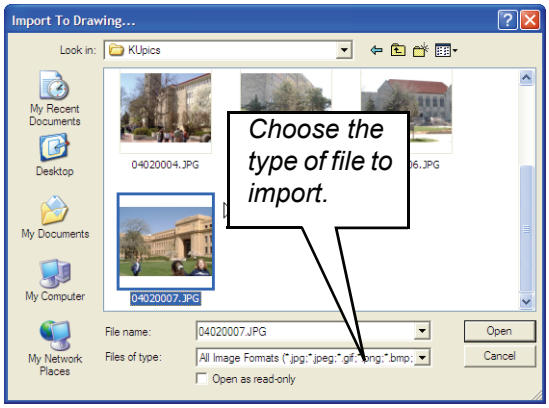
1. With the Symbol Finder visible, choose **File > Import > Picture**.

   Note: The **File** menu is active, even though it appears grayed out.

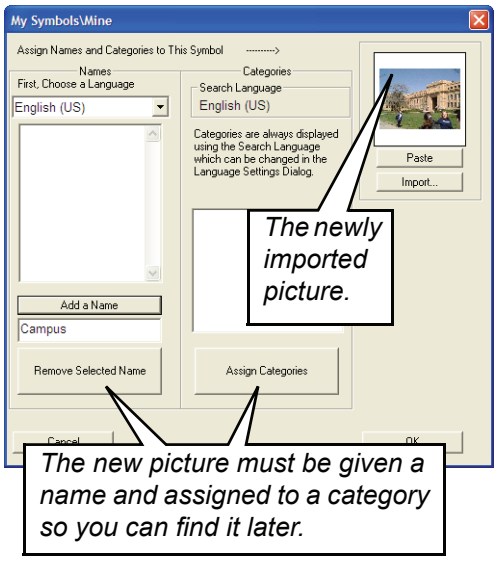


2. Locate and open your saved photo or clip art file.

   You can import any files of the following formats: Bitmap, Enhanced Metafile, Windows Metafile, JPEG, GIF, PNG, PICT, and TIFF.



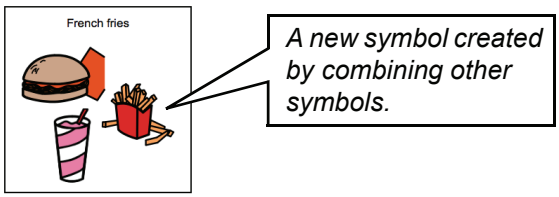
3. The imported graphic will appear in the **My Symbols** dialog where you can name and categorize it. Please refer to the *Naming and Categorizing New Symbols* section in this chapter.



Copying a New Symbol from a Button

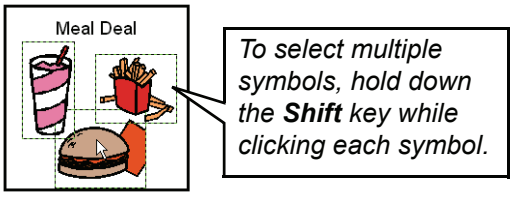
While these instructions specifically refer to copying a new symbol from a button in the application, the basic steps apply if you are copying a new symbol from another application.

Symbols you create or modify on a button can be copied to the Symbol Finder, saving them for future use.



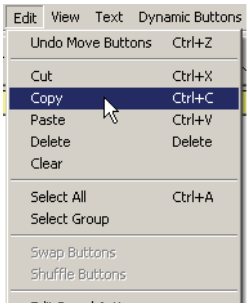
1 Select the symbol you want to save. If it is made up of multiple symbols, be sure to select them all.

Note: Do not select the symbol's text name.

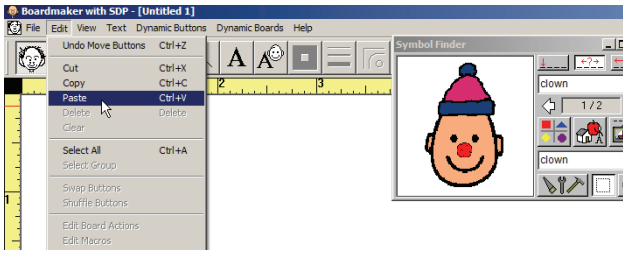


2 Choose **Edit > Copy**.

You can also right click any of the selected items and choose **Copy Image** from the contextual menu.



3 Select the **Symbol Finder Tool**, then choose **Edit > Paste**.



Note: When symbols are copied and pasted from a button, they are converted into a bitmap and will lose some image and print quality.

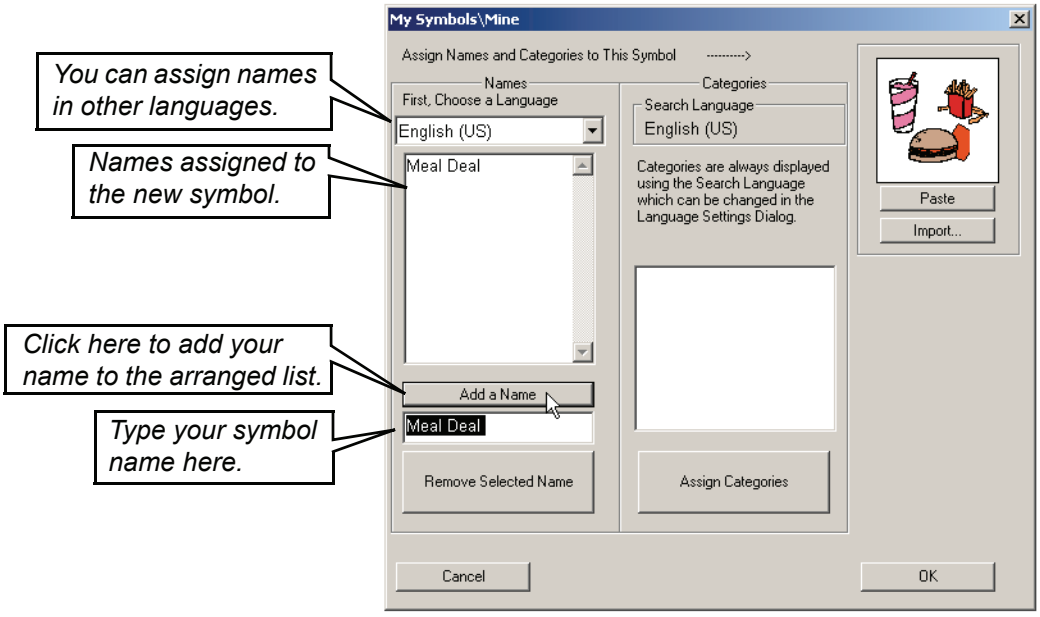
The symbol you pasted will appear in a dialog box where it can be named and categorized. Please follow the directions in the next section, *Naming and Categorizing New Symbols*, to complete this process.

Naming and Categorizing New Symbols

1

Once a symbol is pasted into the Symbol Finder, you must assign it a name and a category.

Naming the Symbol

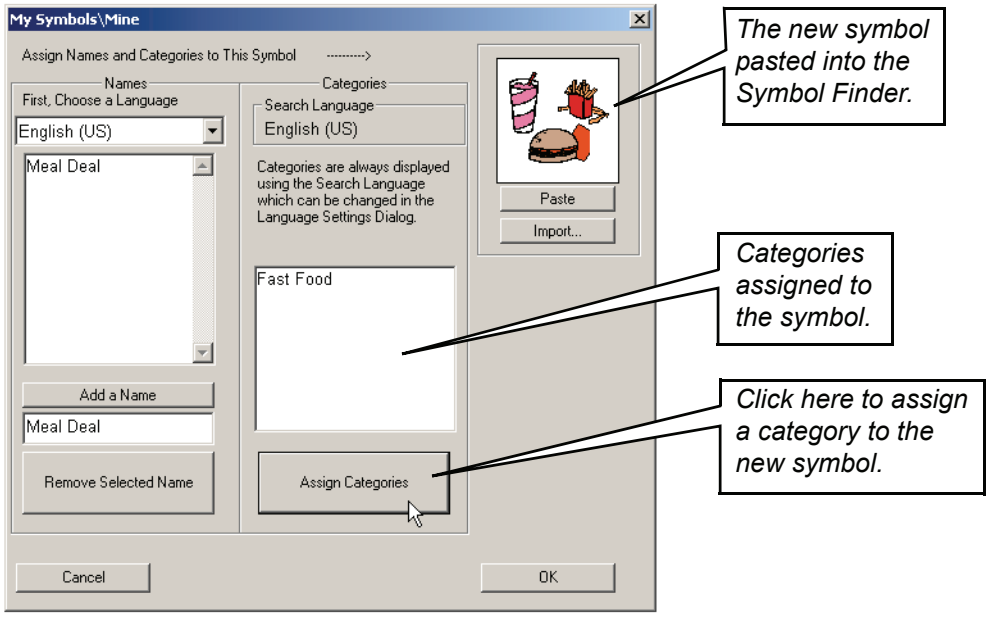


Type a name for your new symbol in the appropriate field, then click the **Add a Name** button. You can add alternate names to the symbol if appropriate.

Tip: If you are working in multiple languages, you can add symbol names in each language by choosing the languages from the **First Choose Language** drop-down list.

2

Categorizing the Symbol



Click the **Assign Categories** button. In the categories window, check the category boxes that apply to the new symbol.

Note: When you categorize a symbol, that categorization applies to all languages, not just the current language.

Deleting Your Custom Symbols

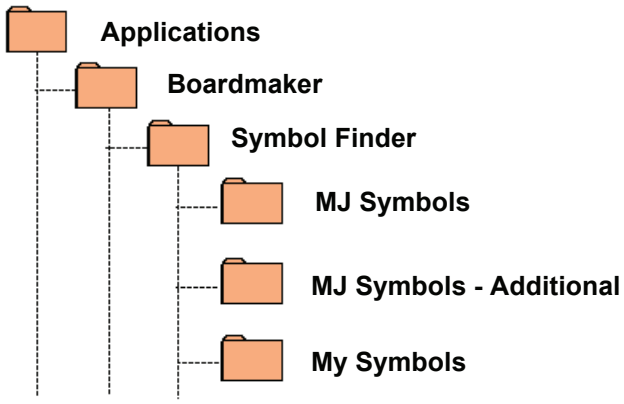
You may delete only those symbols or pictures you have added to the Symbol Finder. Custom symbols and pictures are saved in the **Mine.pc2** library, which is saved in the **My Symbols** folder. You cannot delete any symbol that is part of the standard PCS that are included with Boardmaker or is not in a library saved in the **My Symbols** folder.

To delete the currently displayed symbol or picture, click in the symbol preview window and press **Ctrl + X** or choose **Edit > Cut**.

Refer to the *Library Organization* section later in this chapter for more information on the **Mine.pc2** library.

Library Organization

The symbol libraries are saved in the Symbol Folder within the program's folder. There are three separate folders for the symbol libraries: MJ Symbols, MJ Symbols - Additional, and My Symbols.



When symbols are added to the Symbol Finder, they are saved in the **Mine.pc2** library which is stored in the **My Symbols** folder. You can share your symbol libraries with other Boardmaker users by moving your **Mine.pc2** library to the **My Symbols** folder on another computer.

Note: You may need to change the name of the **Mine.pc2** library you are moving so that you do not replace someone else's custom symbols stored in their **Mine.pc2** library. If your computer is set to not display file extensions, i.e. "**.pc2**," you do not add this file extension when renaming a file.

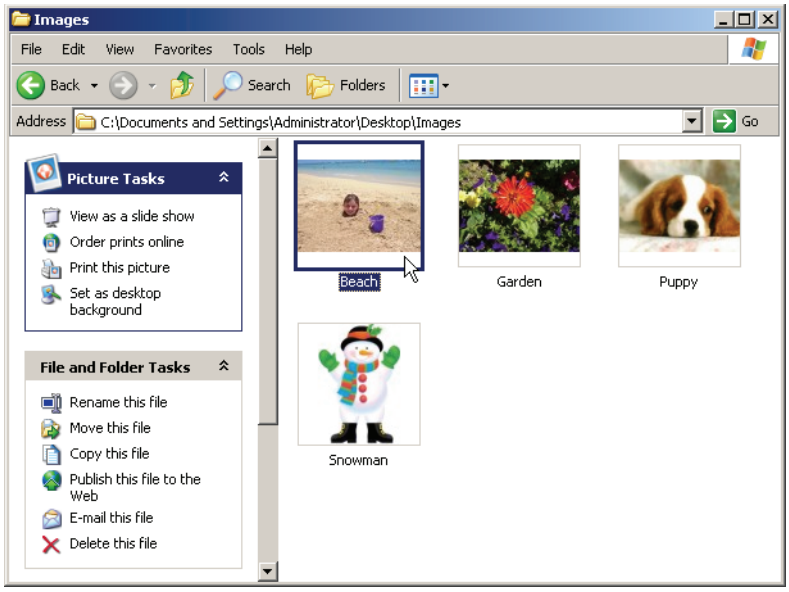
Tip: By quitting the program, renaming the **Mine.pc2** library, and temporarily moving it out of the **My Symbols** folder, you can create an additional custom library. This might make it easier for you to share a specific set of new symbols with others. By temporarily removing the renamed **Mine.pc2** library from the **My Symbols** folder, you will force the program to create a new **Mine.pc2** library when you add your first new symbol. Once the new **Mine.pc2** library is created, you can quit the program and move the original renamed **Mine.pc2** library back into the **My Symbols** folder so you can add symbols to either of these custom libraries. Symbols are pasted into a custom library in front of the current symbol displayed in the **Symbol Finder**.

Using Drag and Drop to Add Images

Images saved on a computer or found in other programs can be easily imported onto a button or board by using the "Drag & Drop" process. A few examples of programs that support this feature include the My Computer browser, Windows Explorer, Internet Explorer, Firefox, Word, and Outlook.

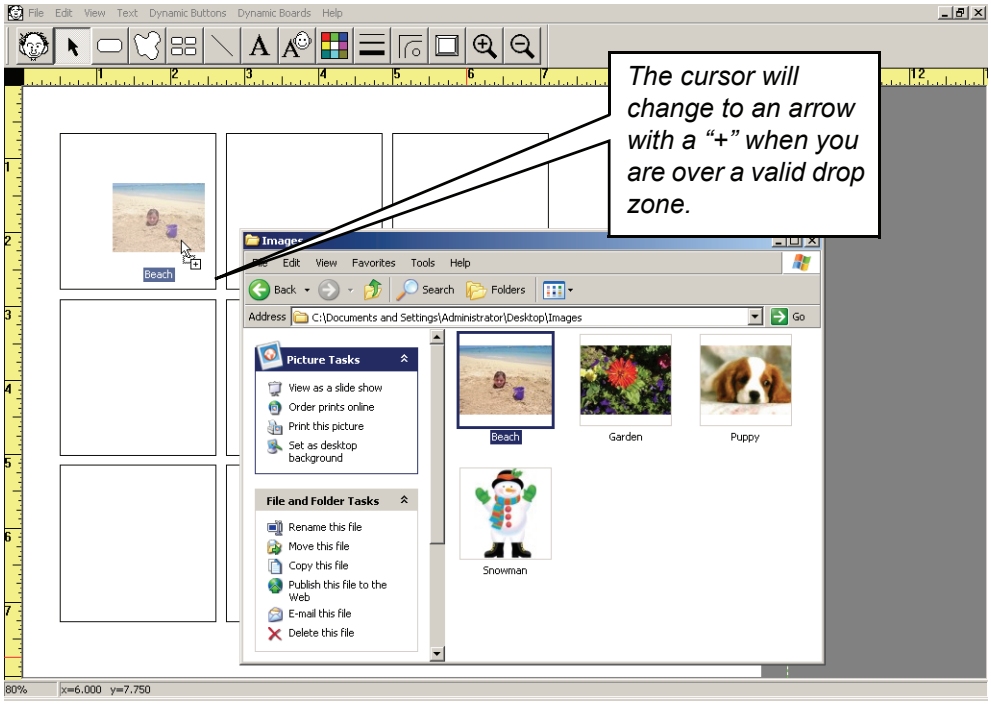
1

With the program open and in the background, find the image on the computer using the Windows Explorer.



2

Click and drag the image from the Windows Explorer over to the desired button and release.



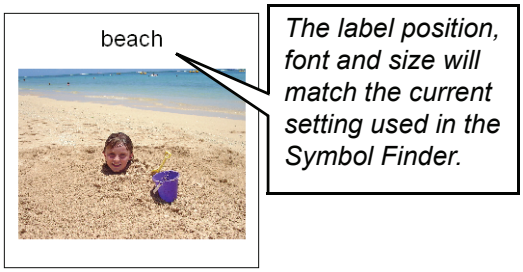
Note: In the example above, the Windows Explorer is on top of the Boardmaker window. This makes it easy to drag and drop images. If the Windows Explorer (or whichever program is supplying the images) fills the screen or obscures the target button, drag the image over the Boardmaker product tab in the Windows Taskbar (as shown below). The program will move to the foreground and the image can then be dropped into the desired button.



3

Once the image is dropped, it will show on the face of the button. The filename of the image will appear as the button label. The position of the label (above or below the symbol) will be determined by the current Symbol Finder label position setting.

If the imported image has a label that is not appropriate, it can be changed using the **Text Tool** or it can be omitted during the "drag & drop" process by holding down the **Alt** key when the image is dropped on a button.



Drag and drop an image and its file name will become its label.



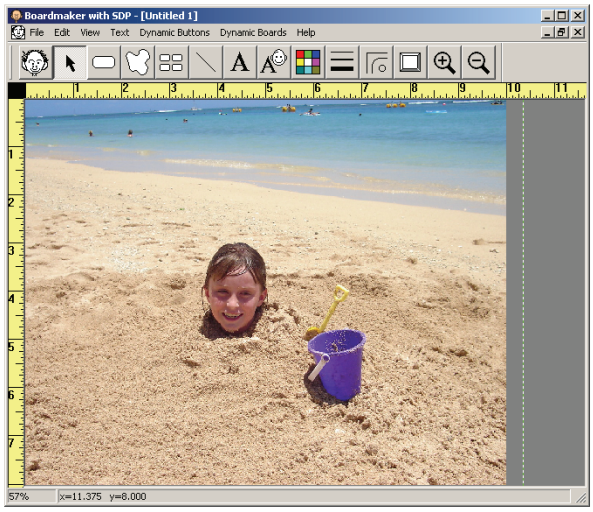
*Hold down the **Alt** key when an image is dropped and it will have no label.*

Tip: If you select the **No Label** option in the Symbol Finder dialog, labels will be automatically omitted during the "drag & drop" process, thus making it unnecessary to hold the **Alt** key.

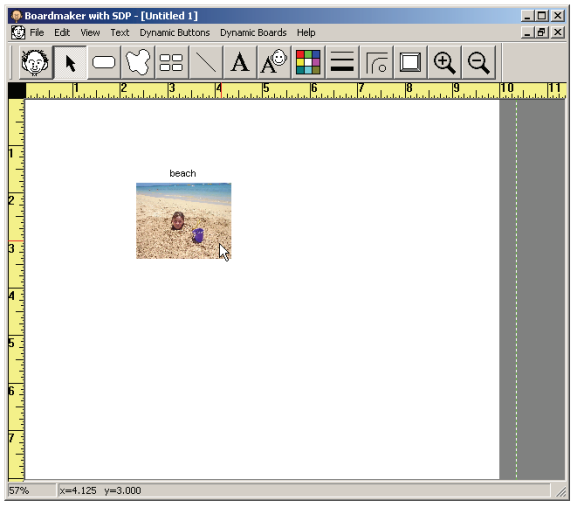
Dragging and Dropping Images onto the Board Background

Images can also be imported to the background of a board by using the same "drag & drop" process described in the *Using Drag and Drop to Add Images* section.

By default, when an image is dropped on a board's background the application will attempt to scale the image to fill the background, unless there is already an image filling the background. The application will scale the image as best it can without distorting the image too much. Otherwise, it will preserve the image's aspect ratio. Any subsequent image dropped onto the board's background will be scaled as if it were being placed in a two-inch square button. The file name will appear as the image's label.



The first image dropped on the background of a board will be scaled to fill the board without distorting the image.



*Hold the **Ctrl** key when dropping an image on the background to scale it as if to fill a 2" x 2" button. The file name will be used as the label.*

Tip: Hold down the **Ctrl** key when dropping an image on the background to prevent the image from being scaled to fill the background.

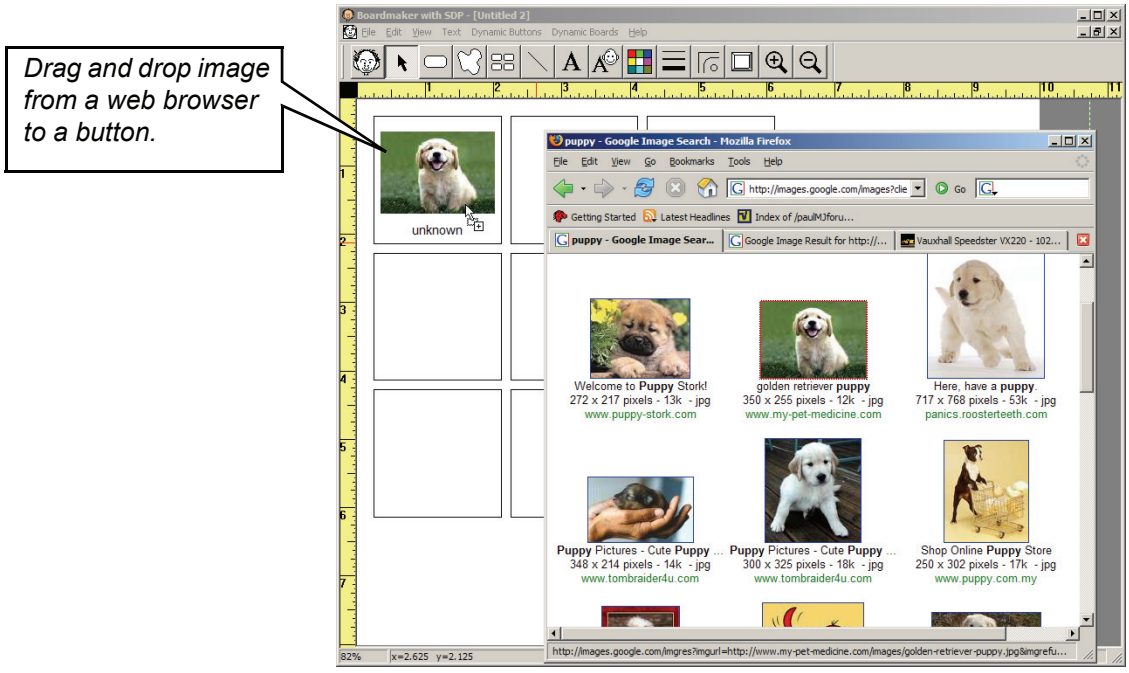
Tip: Hold down the **Ctrl** + **Alt** keys to omit the label.

Tip: Hold down the **Shift** key when dropping an image on the background to use its native resolution. Hold down the **Shift** and **Alt** keys to use the native resolution and omit the label.

Note: Regardless of how an imported image is scaled, you can manually resize the image if necessary by dragging on its borders.

Dragging and Dropping Images from a Web Browser

Using images from websites is a popular way to enhance a board or activity. The same "drag & drop" process described in the *Using Drag and Drop to Add Images* section can be used to grab images from most web browsers. As with saved images, the image name will be used as a label. Some website images (like the one in the example below) do not have image names. The program will automatically label these images as "unknown." It may be difficult to position the browser window so that you can see both it and the button you are working with. If this is the case, you can follow the steps below to drag an image between windows.



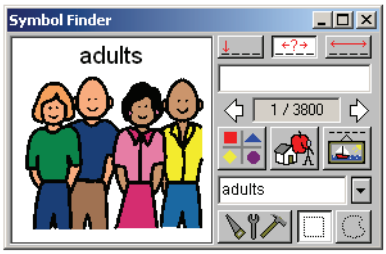
Tip: Hold down the **Alt** key when dropping an image to omit the label.

Note: Web browsers are notorious for the widely varied ways they store and present images. Some may not support "drag & drop" methods. In that case, the solution is to Ctrl-click an image in the browser and choose **Copy Image** from the contextual menu. Then, in Boardmaker, Ctrl-click a button or the board background and choose **Paste**.

Dragging Images into the Symbol Finder

"Drag & drop" can also be used to add images to the Symbol Finder libraries.

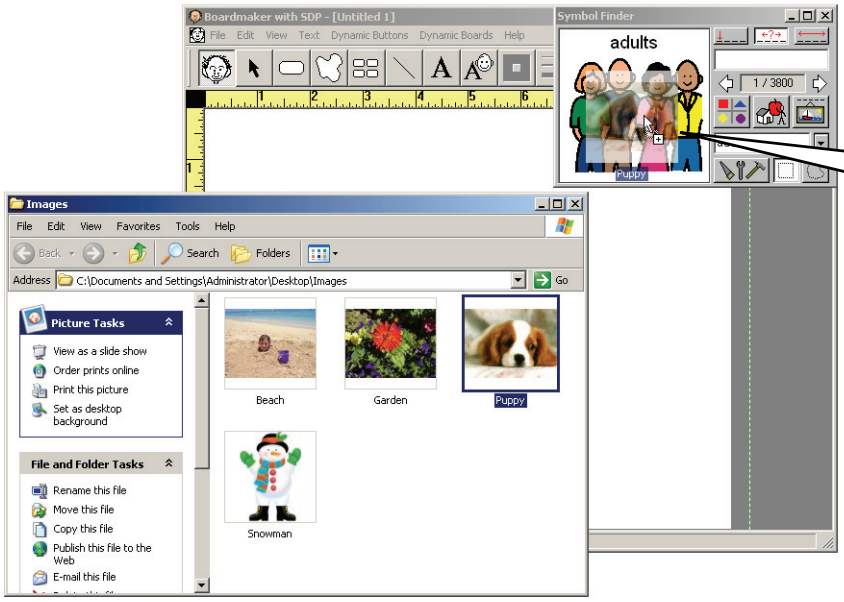
1 Open the **Symbol Finder**.



With Boardmaker open in the background, find the image to be added to the **Symbol Finder**.

With the **Pointer Tool**, click and drag the image over the symbol view area of the **Symbol Finder** and release.

2

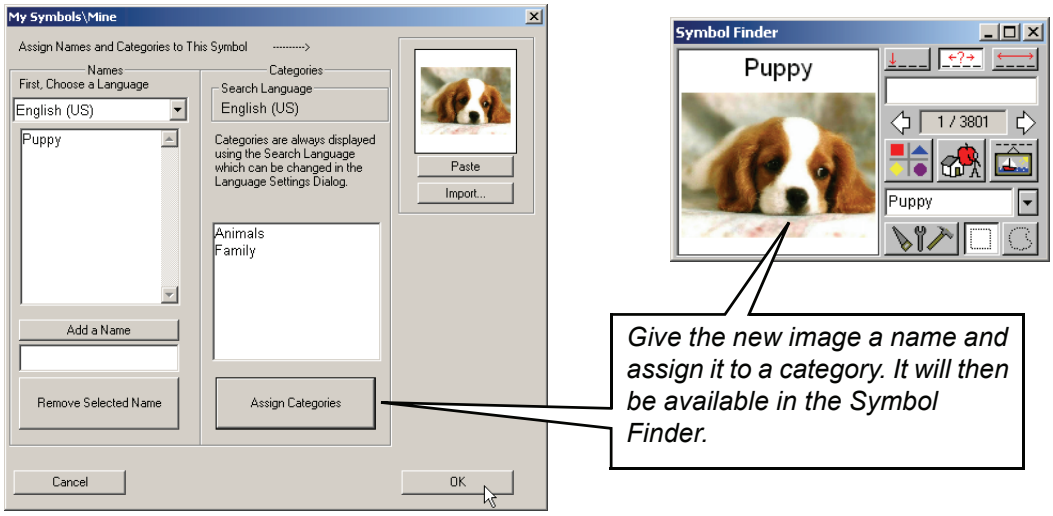


*Drag an image directly into the Symbol Finder to add it to the **Mine** library.*

3

The **My Symbols\Mine** window will open. Give the image a name and assign it a category.

Click **OK** when finished.



Note: If the image has a file name, it will automatically be used as the default name for the image.

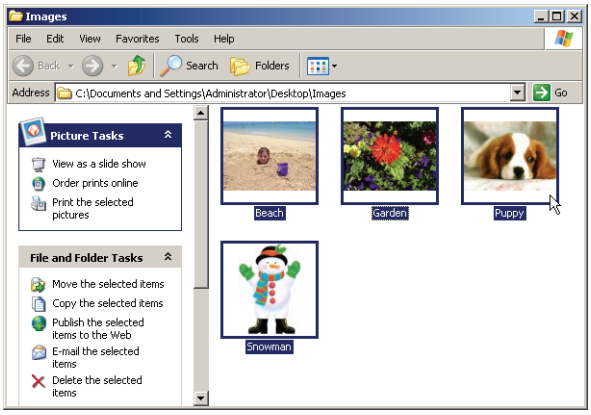
Dragging Multiple Images into the Symbol Finder

Multiple images can also be added to the Symbol Finder at the same time using the "Drag & Drop" method. This is a convenient way to quickly add an entire folder of images.

1

Select the desired images.

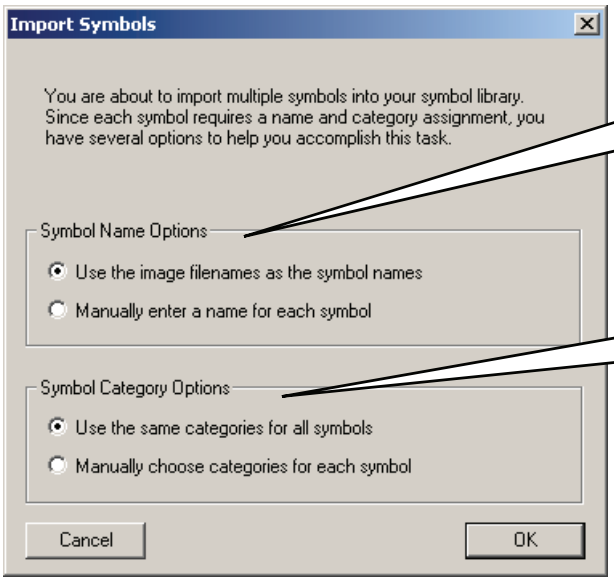
Note: Multiple files in a window can be selected by holding down the **Shift** key while clicking.



Note: Drag and drop the selected images into the Symbol Finder..

2

An **Import Symbols** window will open. Choose the proper naming and categorization options for the imported images. (Refer to the *Naming and Categorizing New Symbols* section for more specific instructions.)



Symbol Name Options

Choose to automatically use the image file names as the names within the library, or opt to name each image individually.

Symbol Category Options

Choose to assign all the images to a single selected category, or opt to manually make category assignments to each image individually.

Note: Individual, unwanted images that have been added to the **Symbol Finder** can be deleted later by choosing **Edit > Cut** (or pressing **Ctrl+X**). For more information, refer to *Chapter 2 - Working with the Symbol Finder*.

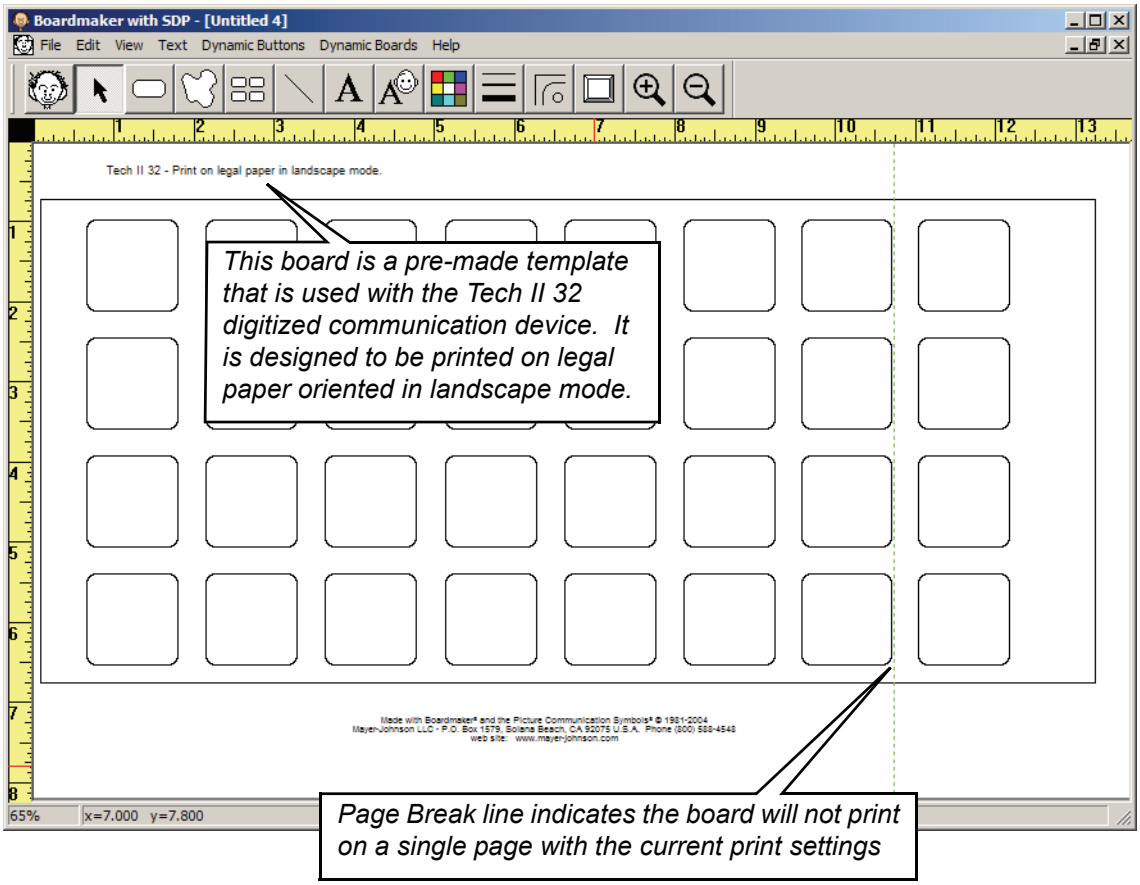
Chapter 9
Preparing Your Boards for Printing

Chapter Overview BM BM+ SDP

You can create both printed activities and interactive, on-screen activities. Boards created for each purpose may be sized and oriented differently. It is important to understand how boards are sized so that the appropriate steps can be taken to print the boards correctly.

The following topics will be covered:

- Printer Considerations
- Setting the Correct Paper and Board Size
- Print Quality
- Checking the Print Layout
- Using Print Preview
- Printing a Board on a Single Page



Printer Considerations

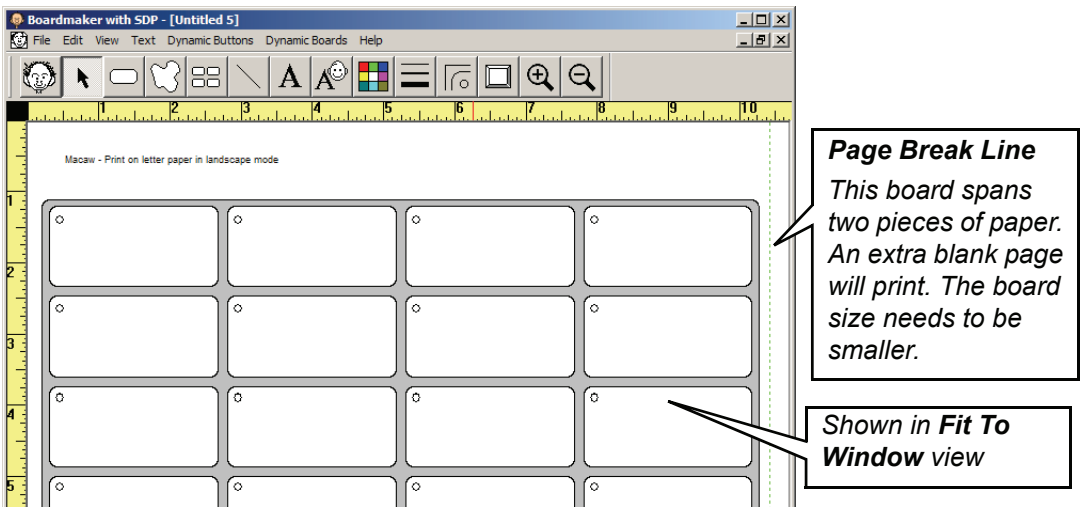
There are hundreds of different types, makes, and models of printers. Because of this fact, a board that prints correctly on one computer-printer combination may need to be adjusted to print correctly on another.

Here are a few facts to keep in mind when preparing to print a board:

- A printer cannot use the entire piece of paper. There is typically a 1/4 to 1/2 inch margin along each edge of the paper that cannot be used.
- Because the unprintable margin size may vary on different printers, boards that contain content close to the margin may not fit to a single piece of paper on all printers.
- The maximum size board you can create is 60" x 60" (150cm x 150cm).
- The boards you create are very graphics intensive. They may take a long time to print, especially on older computers or printers.
- Most printing problems are related to your printer's driver software. Make sure you are using the most current driver. (Updates are available on most manufacturers' web sites.)

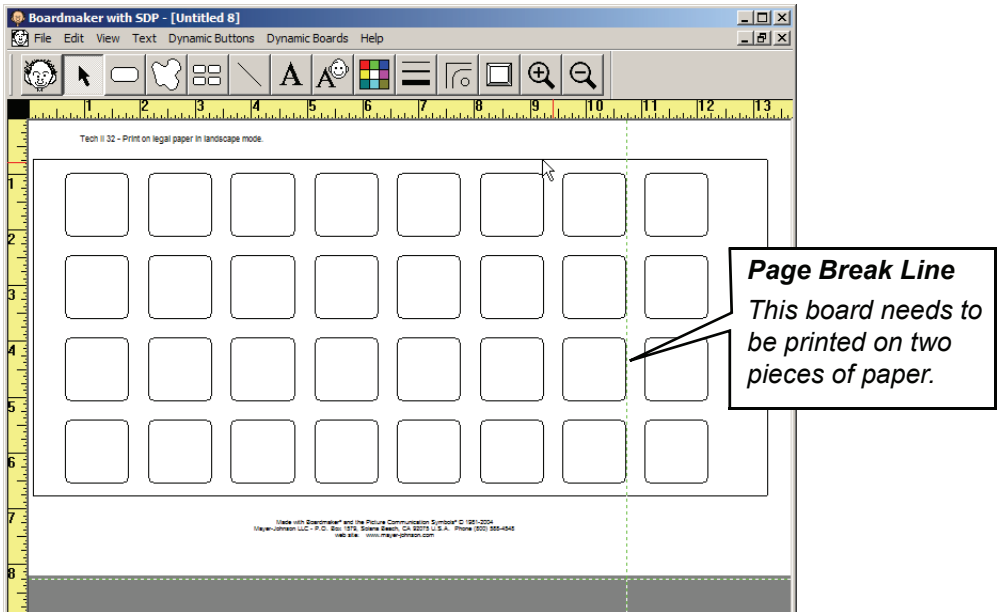
Checking the Print Layout

Before you print your board, make sure you look at it in **Fit to Window** view (default). You'll probably want to make sure that your board will fit on a single page using the current paper size and orientation. The printer page breaks will appear as dashed green lines.



If you see a page break running through the board, as shown below, the board does not have the correct paper size and/or orientation. This board will unnecessarily print on two pieces of paper. You will need to adjust the board's size so that it fits entirely on a single page. Please refer to *Setting the Correct Paper and Board Size* in *Chapter 1*.

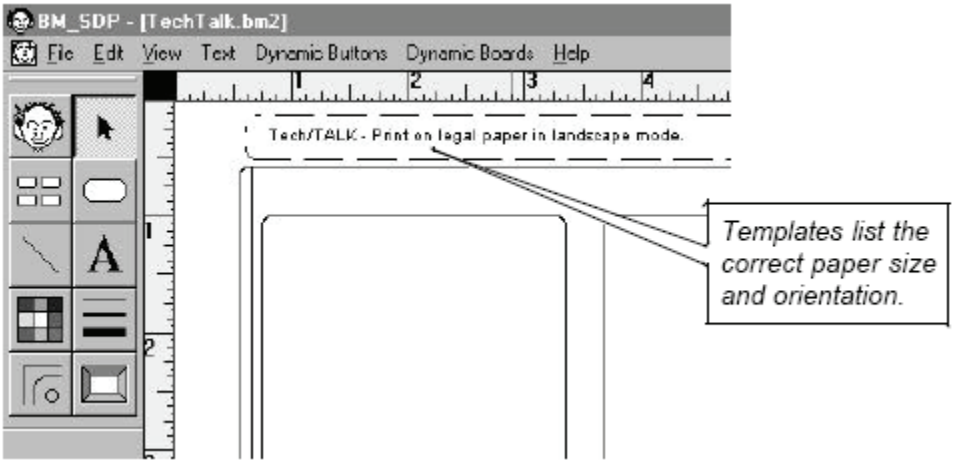
To print larger boards, you may need multiple pieces of paper which have to be trimmed and taped together.



Setting the Correct Paper and Board Size

1

The pre-made templates included with the program are sized and oriented to print correctly from most printers. However, the amount of a piece of paper a printer can actually use can vary widely between printers. It may be necessary to adjust the paper settings or the board size to accommodate your printer and paper selection.

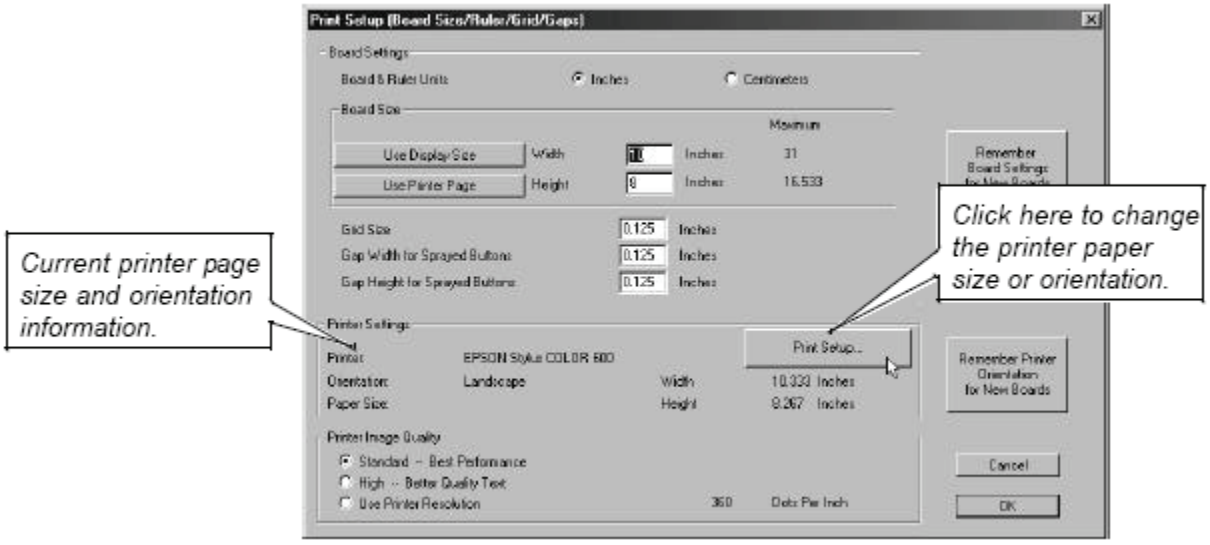


Determine the paper size and orientation necessary for your board.

Note: Each template board will specify the correct paper size and orientation in the upper left corner of the board.

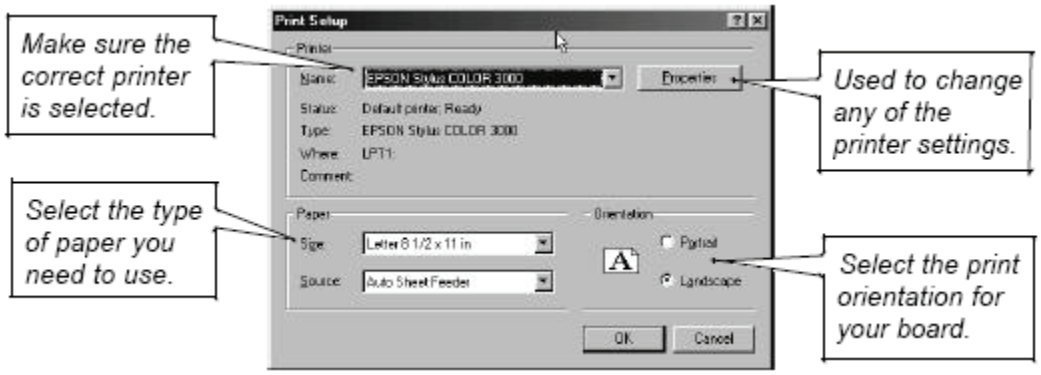
Setting the Printer Paper Size and Orientation

2



Choose **File > Print Setup**. Change the **Paper Size** and **Orientation** settings as needed. Click the **Print Setup** button if the current printer page settings are not correct. Click **OK** when finished.

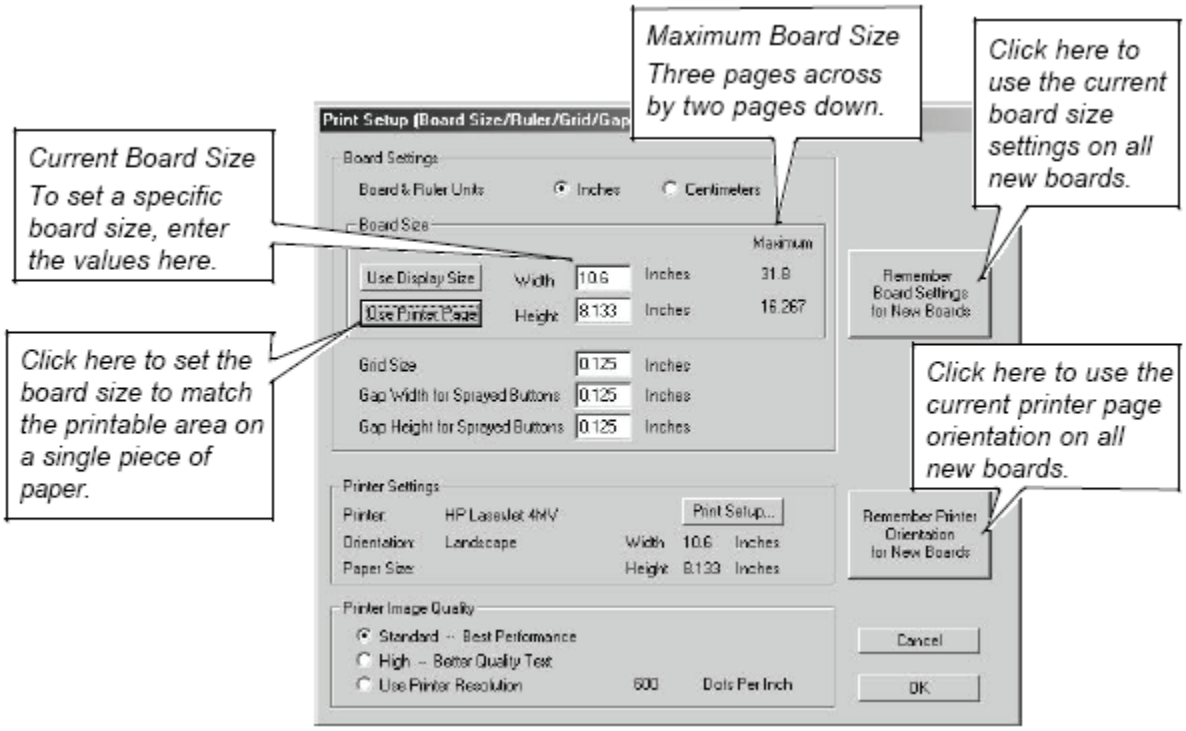
3



Make sure the correct printer is selected, then choose the correct paper size and orientation for your board. Click **OK** when finished.

4

Setting the Board Size



Typically, a board is designed to fit on a single piece of paper. Click on the **Use Printer Page** button. This will set the board's size to match the page size, which is determined by the printer settings. Be sure to check that all buttons on the board actually fit within the new board dimensions by choosing **File > Print Preview**.

If you are making a large custom board, you may enter appropriate dimensions up to the numbers listed in the **Maximum** column, which correspond to three pages across by two pages down.

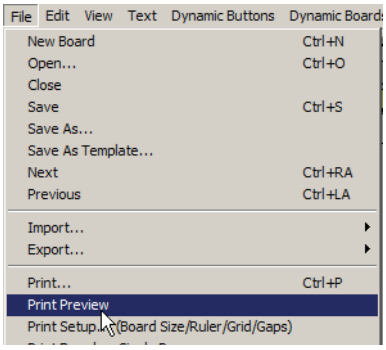
Tip: If you are going to create many boards that are the same size, click on the **Remember Board Settings** and/or **Remember Printer Orientation** button(s) to use the current settings for all new boards you create.

Using Print Preview

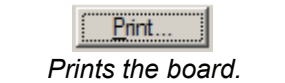
1

It is a good idea to get in the habit of checking your boards with **Print Preview** before printing. The **Print Preview** will allow you to catch any sizing or paper orientation problems before you actually print the board.

Choose **File > Print Preview**.



2



Prints the board.



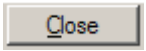
Steps through multi-page Boards.



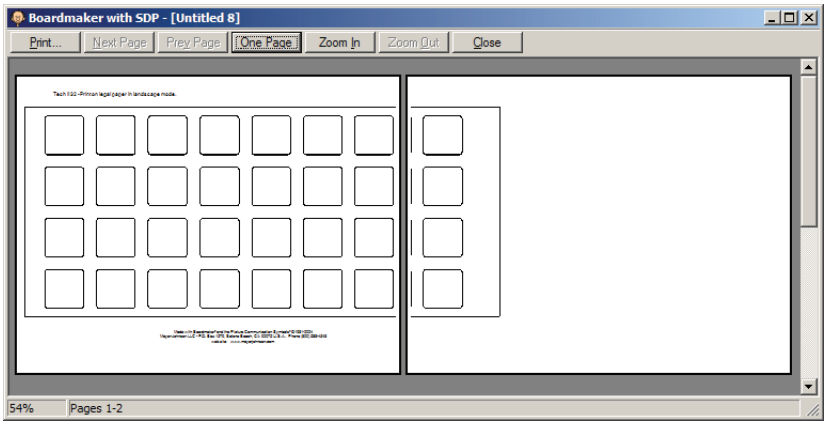
Toggles One Page or Two Page view.



Zooms In or Out.



Closes the Print Preview window.



In this example, you can see it will be necessary after printing the board to trim some paper from each page so the overlay can be spliced together.

Tip: If only a very small portion of the board prints on another page, you may find it difficult to splice the board together. Try changing the page orientation or using smaller paper to more evenly divide the board between the pages.

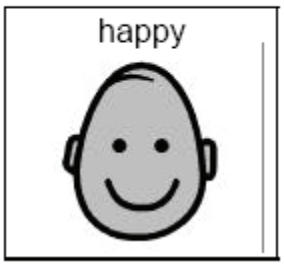
If the board looks correct on the **Print Preview**, click the **Print** button to print the board. Click the **Close** button if you need to make changes to the board.

Print Quality

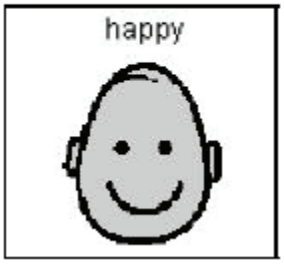
Symbol Formats Quality

The PCS symbols available through the Symbol Finder are stored in a Windows metafile format. This format makes the printed symbols look smooth and crisp at any size you need. This will not necessarily be the case for a symbol or text that is imported or copied from another program or source.

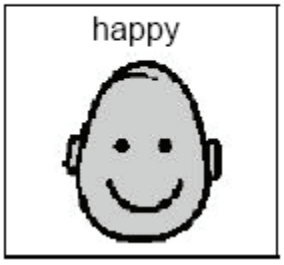
Metafile from the Symbol Finder



Bitmap symbol and text from old Boardmaker

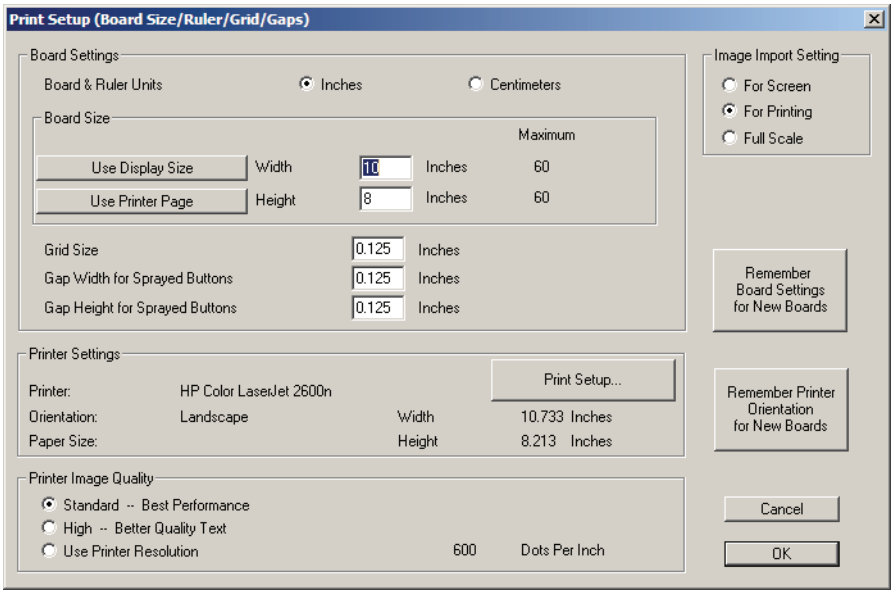


Metafile symbol after using one of the paint tools



Note: Editing a metafile symbol using the built-in paint tools will convert that symbol into a bitmap which will degrade its print quality. This effect will be minimized if you edit a larger version of the picture and then manually shrink it down to fit your button.

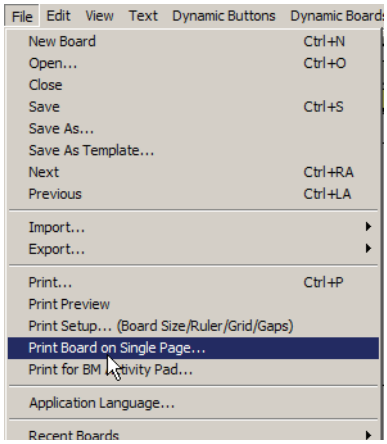
Printer Image Quality

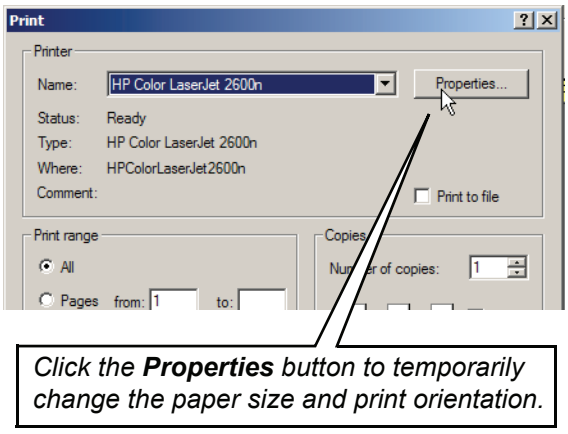


- **Standard - Best Performance** - This option provides good quality with the fastest print times.
- **High** - Better Quality Text - This option takes longer but produces smoother looking text.
- **Use Printer Resolution** - This option matches the program's output resolution to that of your printer's default setting. This option can take up to four times longer to print and is not recommended on high dpi (600+) printers unless you have trouble printing using the other settings.

Printing a Board on a Single Page

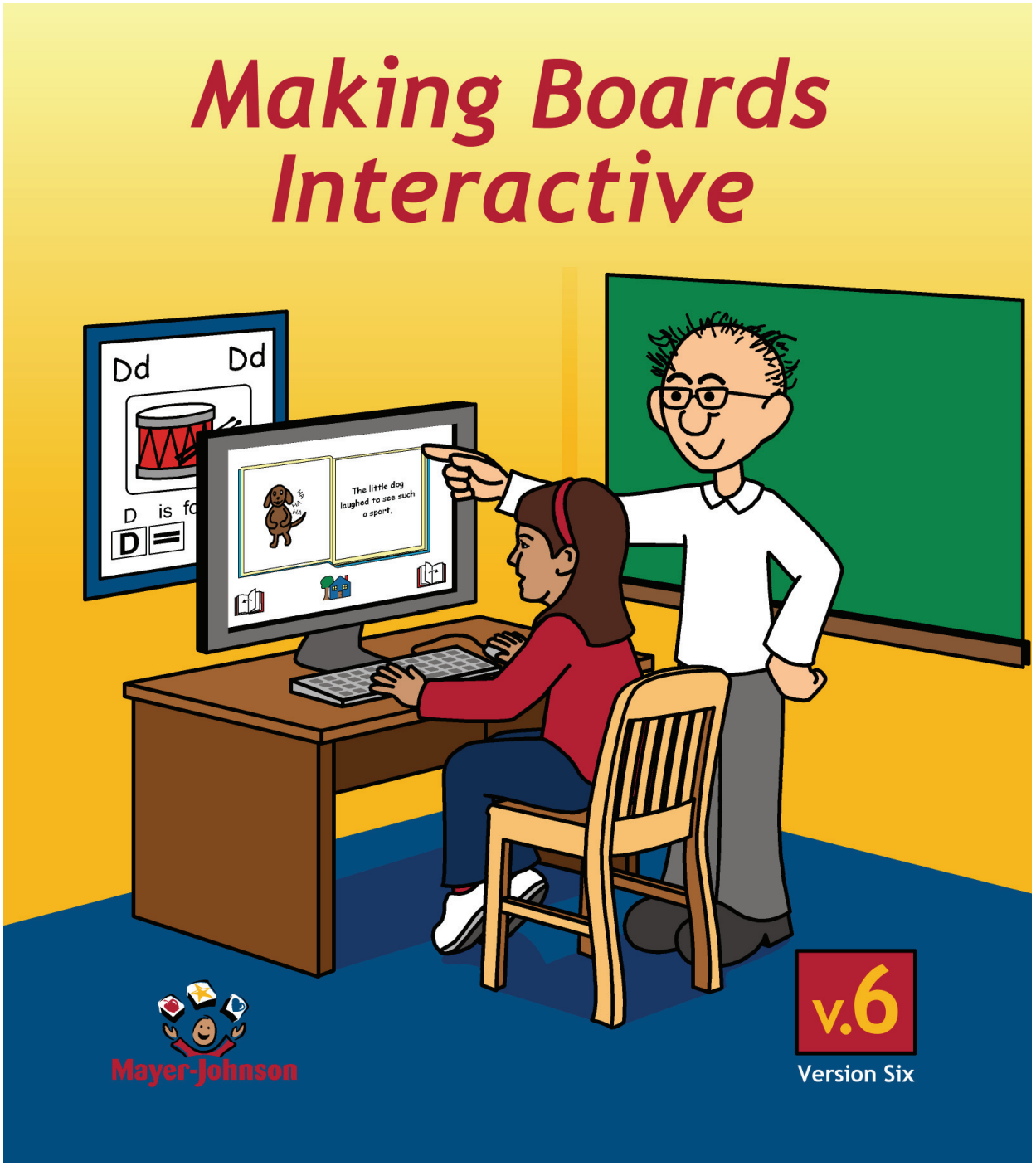
Some boards you create may be designed to span multiple pages or fit on larger paper sizes. You can choose **File > Print Board on Single Page** to automatically scale the board to print on a single piece of paper. Choose **File > Print Setup** to change the paper size and orientation. Use the **Properties** button in the **Print** dialog to temporarily change the paper size and print orientation for the board you are printing.





*Click the **Properties** button to temporarily change the paper size and print orientation.*

Making Boards Interactive



Mayer-Johnson

v.6

Version Six

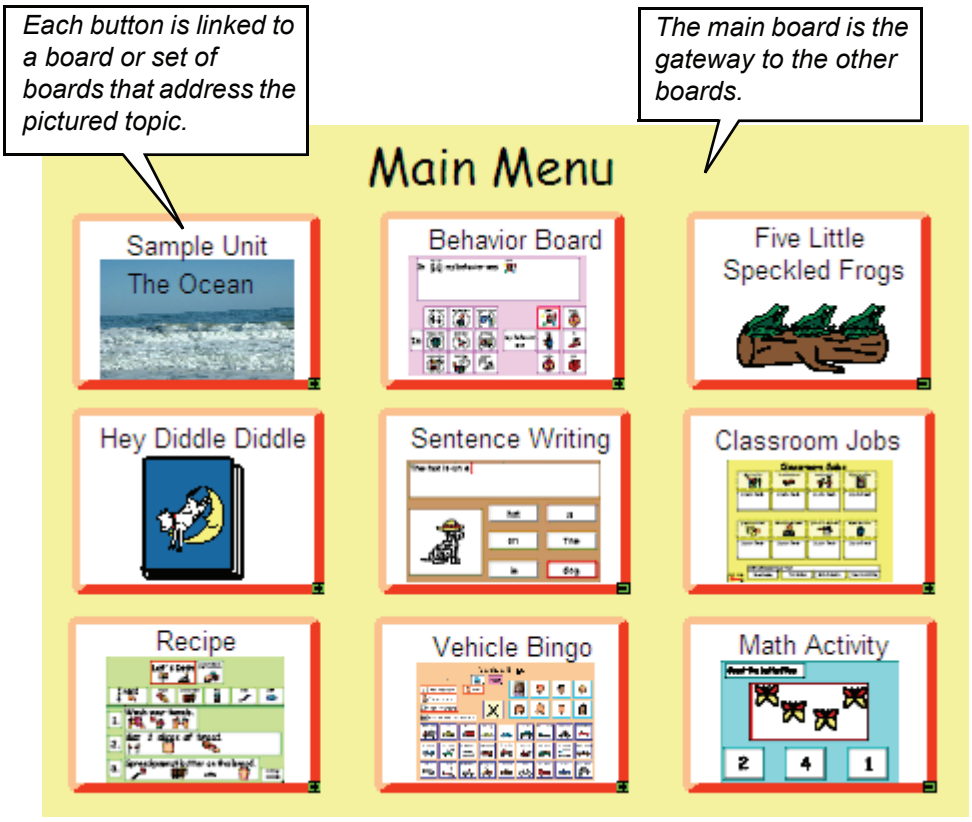
Chapter 10
Making a Board Set

Chapter Overview BM+ SDP

In this chapter, you will learn how to create a dynamic screen communication board set. You will start by exploring the sample boards provided with the program. This will help familiarize you with board organization and the program's features. Next, you will begin to plan your board set and build the user's main board.

The following topics will be covered:

- Design Considerations
- Creating a Main Board
- Mapping Out the Boards and Links
- Creating Separate Folders for Board Organization



Design Considerations

When making a board set, a little planning will go a long way. When you are planning activities, here are a few of the major design questions you will need to answer.

- What is the goal of the activity (reading, verb tensing, story telling, etc.)?
- How many boards will be needed (number of pages in a story, etc.)?
- How many buttons will be necessary on each board?
- Do you want buttons with only text or also symbols and/or photos?
- Do you want some kind of feedback for a correct answer? An incorrect answer?

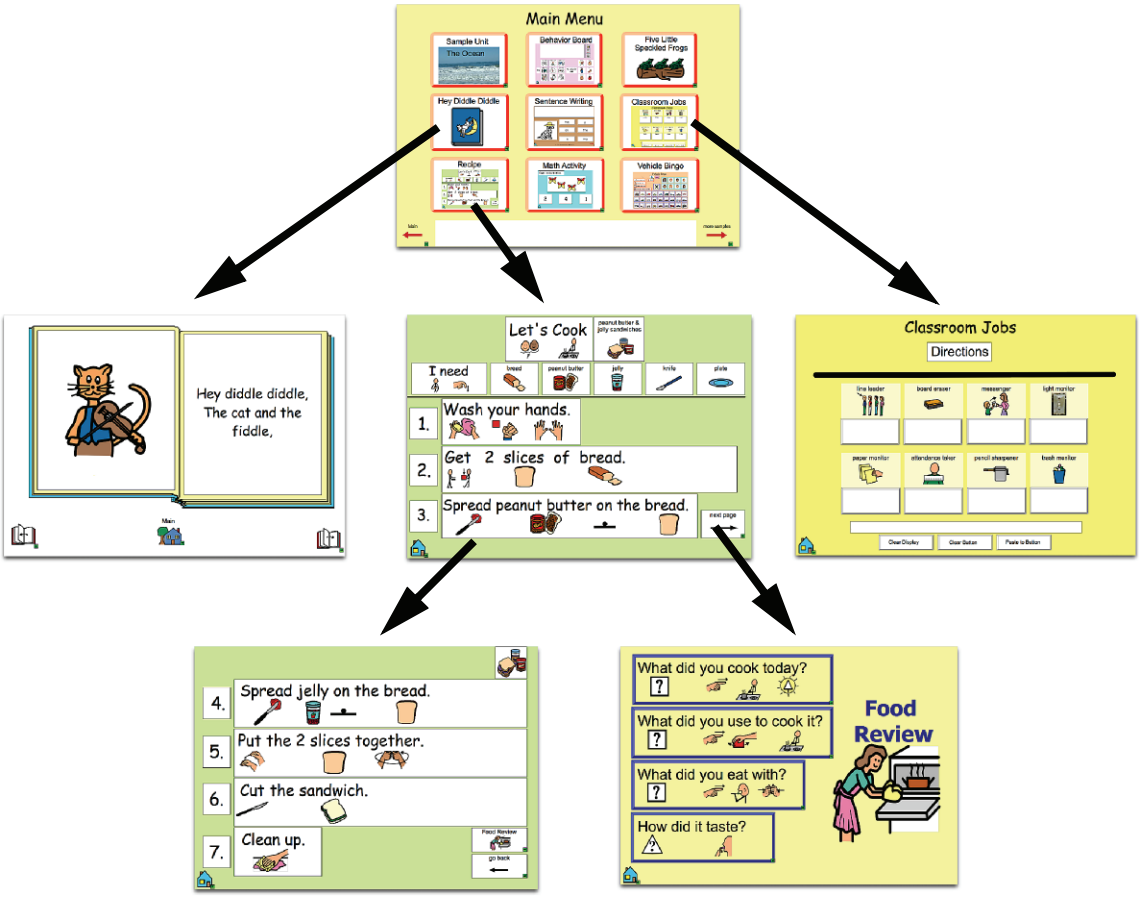
The answer to each of these questions will have a direct impact on how you will create and link the boards together. It may be helpful to map it out on a piece of paper before designing the boards.

Mapping Out the Boards and Links

Once you have your activities planned, you are ready to work out the content of each board and how each board will be linked together.

Typically, boards will be organized by topic or activity. You will start with a main board that should have a button for each of the topics or activities that you would like to be included in this set of boards. Linked to each topic button you will have a topic branch which might be a single board or a group of boards. The number of boards you use to develop a specific topic will vary from one activity to the next.

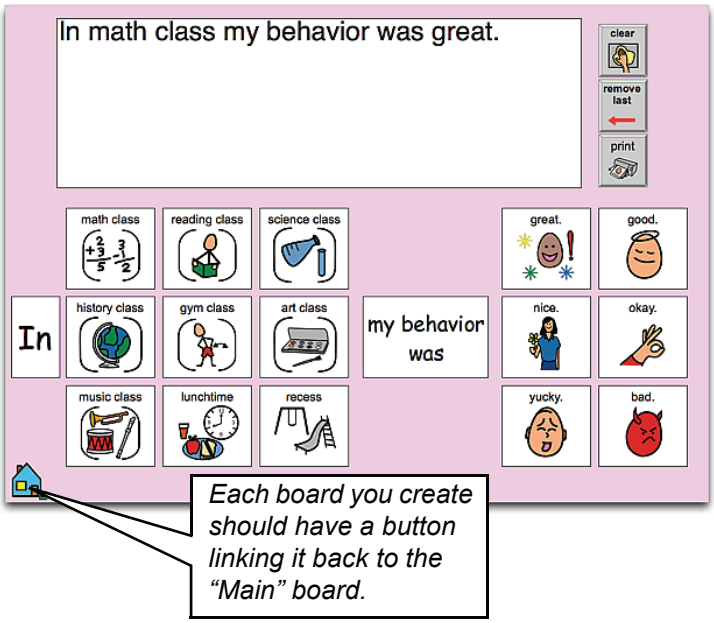
Try to create a board layout diagram like the one shown below. This will help you the arrangement of the topics and activities you want to cover. If you have a large list of topics and activities, you might try diagramming topic branches off the main board. This diagram will be helpful for future planning and also serves as a paper backup of your board set's arrangement.



Creating a Main Board

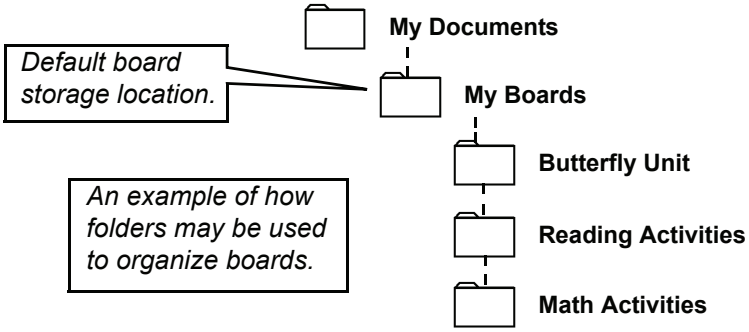
The first board you should create is the main board, which is displayed automatically when the program starts. This is the board they will start with whenever they use the program. It should contain a button for each of the major communication topics you identified.

Every other board you create for this user will typically have a button linking it back to this main board. This will allow the user to easily move between boards and switch topics.



Creating Separate Folders for Board Organization

The main board you created in the previous section was saved in the **My Boards** folder, which is the default location for saving boards. If you are creating boards for different users or activities, you may want to create separate folders within the **My Boards** folder to help you keep your boards organized. Organization is especially important because all boards that will eventually be linked together must be saved in the same folder.

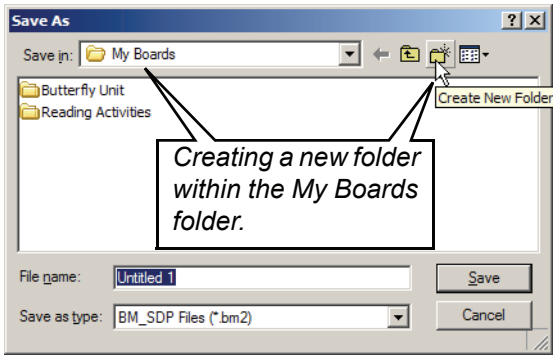


1

If you create boards for a specific user, you should create a separate folder where those boards will be saved.

When you save the first board for a new user, click the **Create Folder** button. Windows will create a"New Folder."

Note: Make sure the folder you create is within the **My Boards** folder.

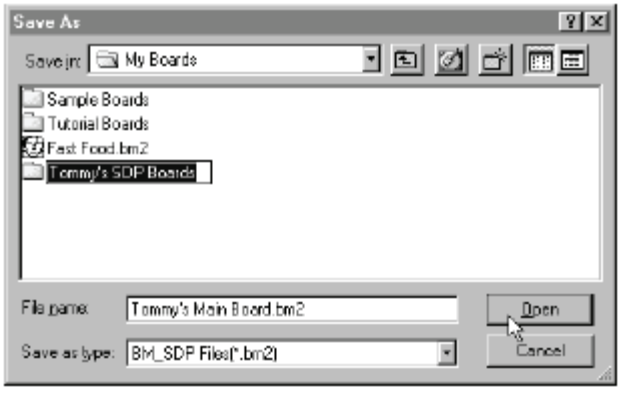


2

Type in a new name for the folder, then press the Enter key on your keyboard to save the folder's new name. Click the **Open** button to open the folder.

Now you can click the **Save** button to save your board in the new folder.

Note: Until you quit the program or save a board in another folder, your new folder will be the default location for saving boards.



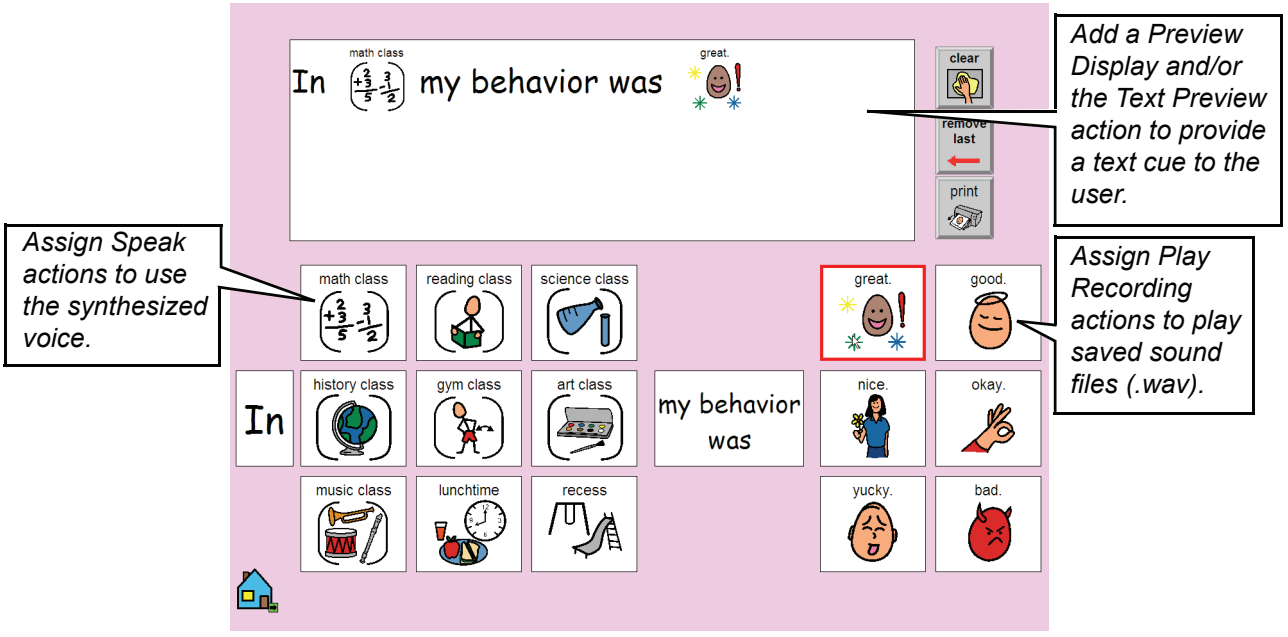
Chapter 11
Assigning Basic Button Actions

Chapter Overview BM+ SDP

This chapter will introduce you to assigning basic actions to your buttons.

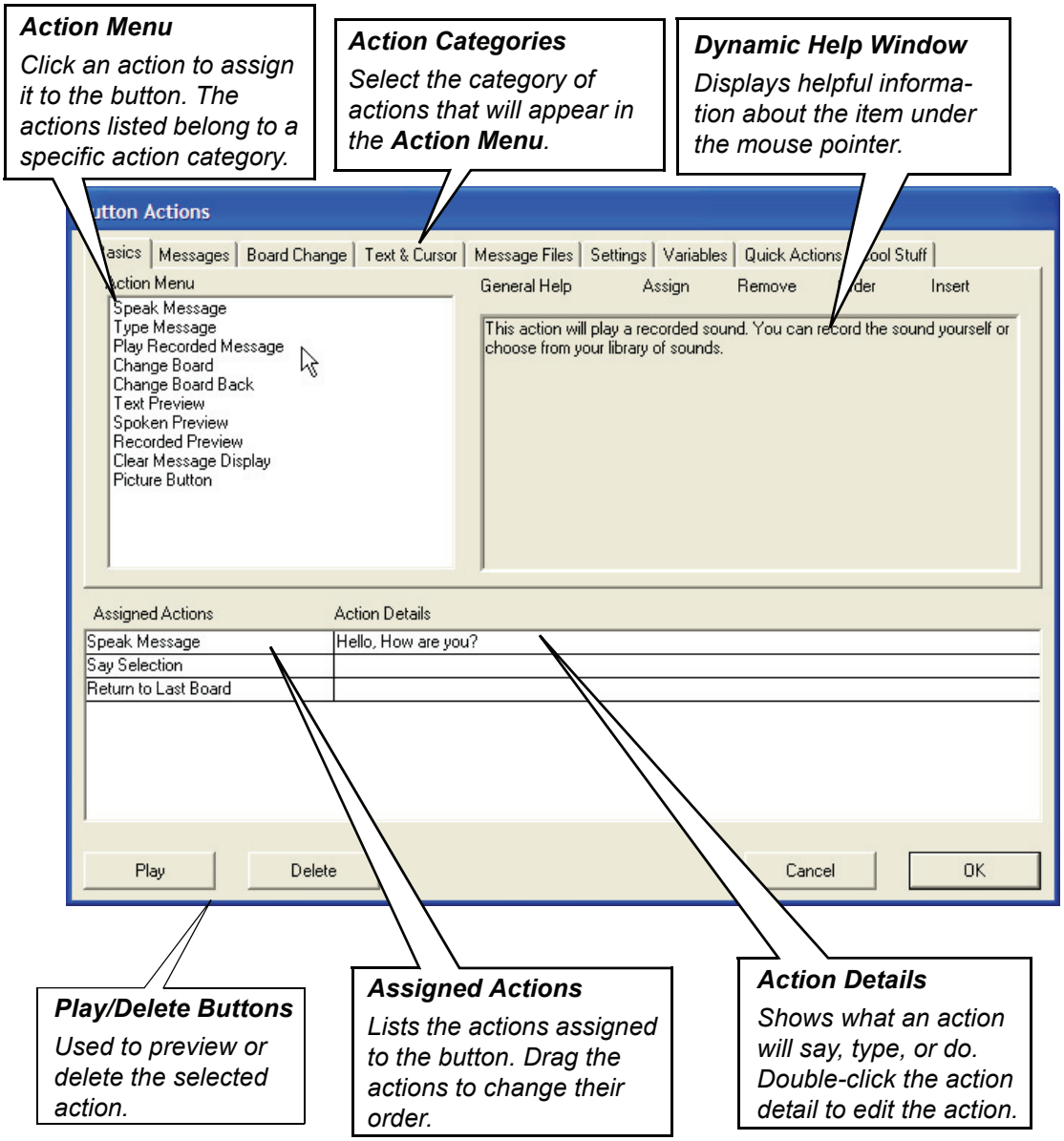
The following topics will be covered:

- Button Actions at a Glance
- Basic Button Actions
- Making a Button Play a Recorded Message
- Giving a Button a Spoken Preview
- Adding a Preview Display
- Editing a Button's Assigned Actions
- Action Categories
- Making a Button Speak
- Making a Button Play a Saved Sound
- Giving a Button a Recorded Preview
- Changing a Button's Text Preview



Button Actions at a Glance

You can assign actions to your buttons by double-clicking on them. The **Button Actions** dialog (shown below) will appear. You can assign multiple actions to each button. There are over 135 actions to choose from. Refer to *Appendix B - Button Actions* for a complete listing.



Action Categories

There are over 135 button actions to choose from. To help you locate a specific button action, they are grouped into categories by function. Selecting the appropriate tab in the **Button Actions Categories** dialog will display the actions in that category in the **Action Menu** list.

- **Basics** - Most commonly used actions, such as **Speak Message**, **Type Message**, **Change Board**, etc.
- **Messag**es - Actions that control the function of a Message Display.
- **Board Change** - Actions that link buttons to other boards or PopUps.
- **Text & Cursor** - Actions that perform cursor movements and text selections.
- **Message Files** - Actions that open and save text and picture documents.
- **Settings** - Actions that allow a user to change access and preference settings.
- **Variables** - Actions that are used to create conditional button responses, such as **If**, **Else**, **Otherwise**, etc.
- **Quick Actions** - Actions used to create buttons that can be edited in **Use** mode.
- **Cool Stuff** - Assorted useful actions, such as **Random**, **Launch Application**, and **Set Picture**.

Basic Button Actions

The **Basics** category contains the most commonly used button actions. All of the actions in this list will be covered in this chapter with the exception of **Change Board** and **Picture Button**, which will be covered in later chapters.

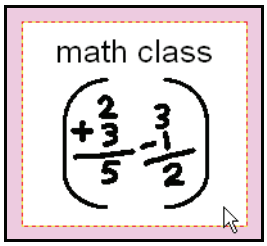
- **Speak Message** - Makes the button speak the message you enter using a synthesized computer voice.
- **Read with Highlighting** - Reads and highlights the symbols and text on the face of a symbolate button. (Only appears in the action list for symbolate buttons.)
- **Type Message** - Places a message you enter into the Message Display. You must have a Message Display on your board to use this button action.
- **Play Recorded Message** - Plays a message you record or a selected saved sound.
- **Change Board** - Displays the board you select.
- **Change Board Back**- Steps the user through the boards they were previously using.
- **Text Preview** - Displays a text cue for the button's function. You must have a Preview Display on your board to use this button action.
- **Spoken Preview** - Plays a spoken (synthesized voice) cue for the button's function.
- **Recorded Preview** - Plays a recorded cue for the button's function.
- **Clear Message Display** - Clears the contents of the Message Display, if present on the board.
- **Picture Button** - Places the symbol and/or graphic on the face of a button into the Message Display. You will use two associated actions, **Picture Speech** and **Picture Sound**, with this action. You must have a Message Display on your board to use this button action.

Making a Button Speak

1

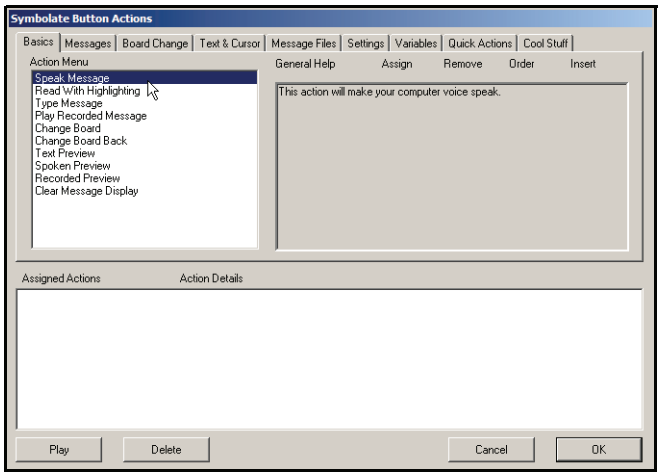
Double-click the button you want to speak. The **Button Actions** dialog will appear.

The button's border will appear as a dashed line when it is selected.



2

Select **Speak Message** in the **Action Menu** list.

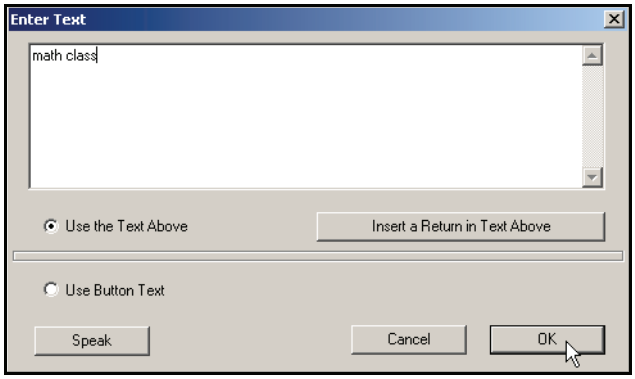


3

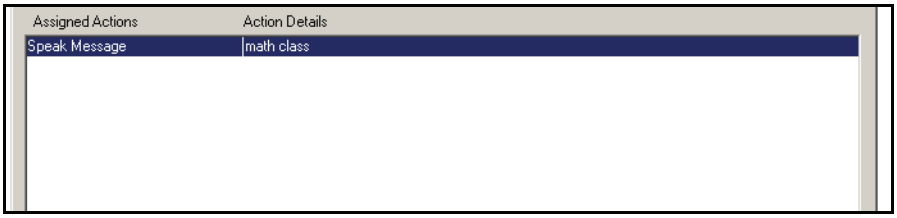
In the dialog box, enter the message you want this button to speak.

Tip: You can have the button automatically speak the text on the button face by clicking on the **Use Button Text** option.You can listen to your message by clicking on the **Speak** button.

Click the **OK** button or press the **Enter** key on the keyboard when finished.



4

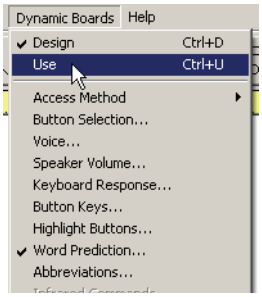


The **Speak Message** action and its message now appear in the **Assigned Actions** and **Action Details** lists. Click **OK** or press **Return** when finished.

5

Put the program in **Use** mode by choosing **Dynamic Boards > Use** or by pressing **Ctrl + U**. Try clicking on the buttons that have been assigned speak actions.

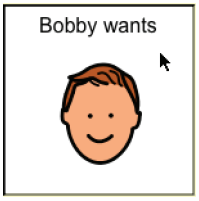
When you are finished, put the program back in **Design** mode by pressing the **Esc** key or pressing **Ctrl + D**.



Making a Button Play a Recorded Message

1

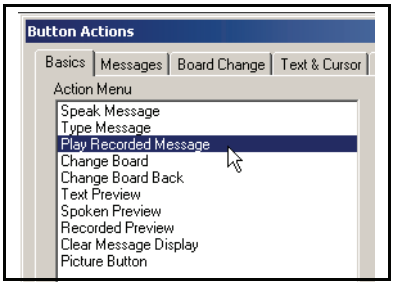
Double-click the button you want to play a recorded message. The **Button Actions** dialog will appear.



2

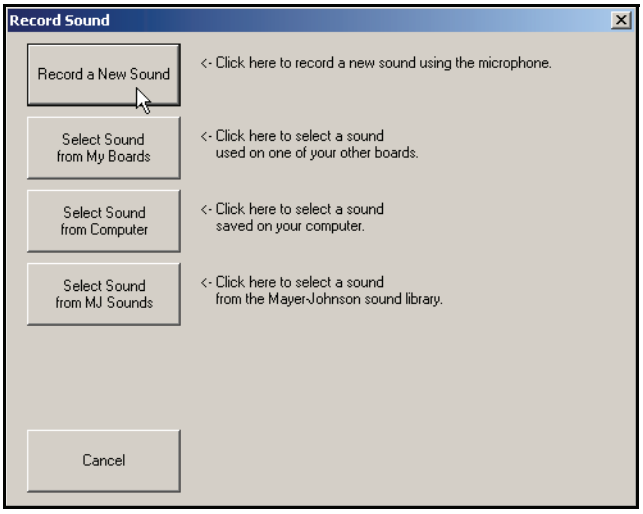
Select **Play Recorded Message** in the **Action Menu** list.

Note: You must have a sound card with a microphone or a built-in microphone to use this feature.



3

Click the **Record a New Sound** button.

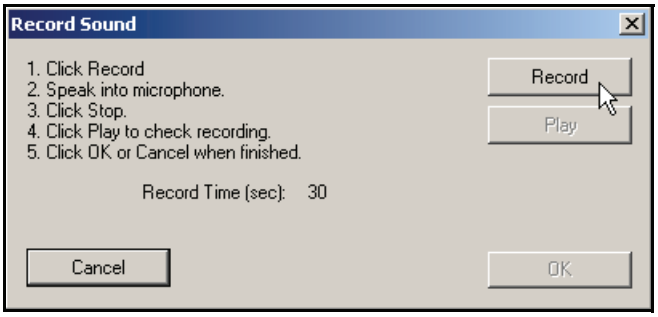


4

Click the **Record** button and speak into the microphone "Bobby wants."

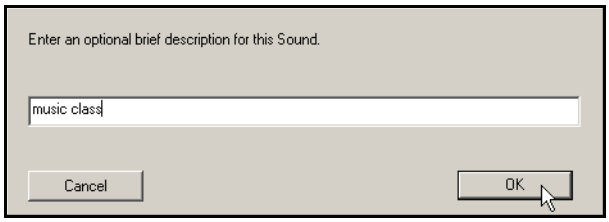
Click the **Stop** button (previously the **Record** button) to stop recording.

Click the **OK** button when you are finished recording. A dialog box will appear asking for a description of the recorded message.



5

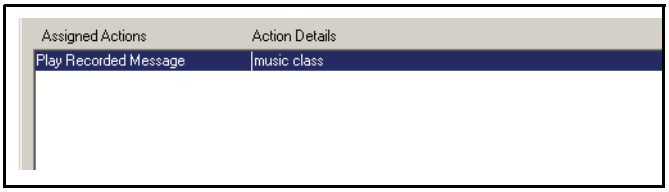
Enter a descriptive name for your recorded sound that will appear in the **Assigned Actions** list, then click the **OK** button.



6

The **Play Recorded Message** action and the recording name now appear in the **Assigned Actions** list.

Click the **OK** button when finished.

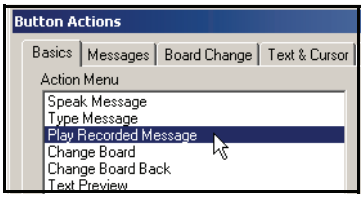


Making a Button Play a Saved Sound

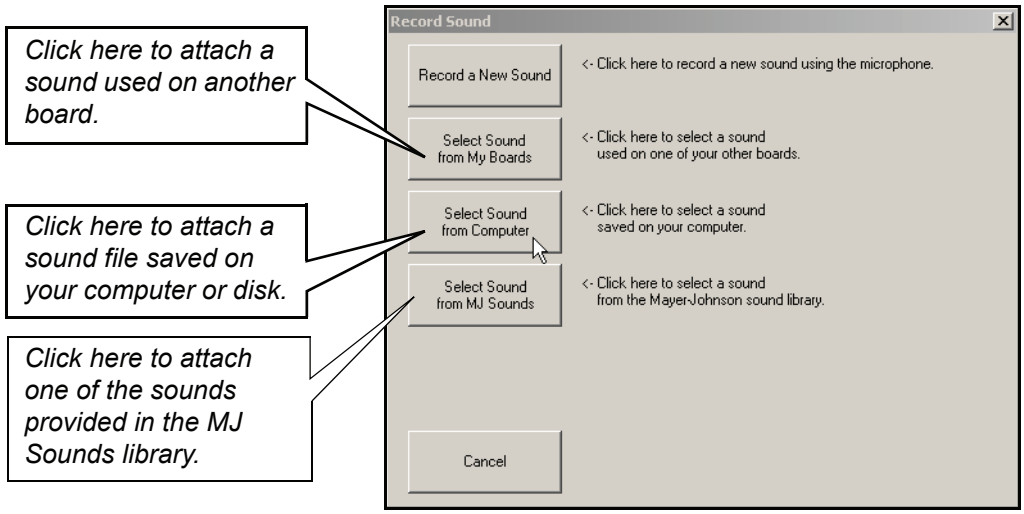
1

Double-click the button you want to play a saved sound.

Select **Play Recorded Message** in the **Action Menu** list.



2

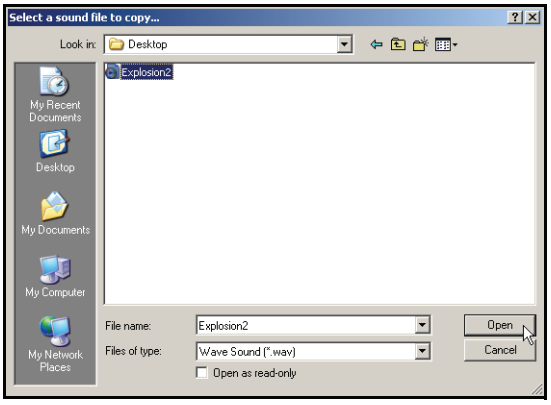


Click the **Select Sound from Computer** button. A navigation window will appear.

3

Browse to any .wav sound you have saved on your computer.

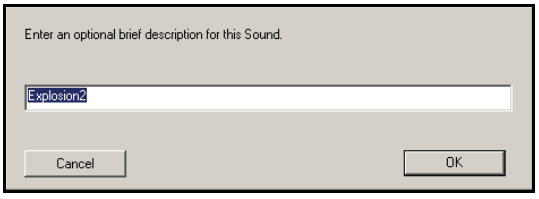
Note: Although rare, some .wav files contain compressed audio in unsupported formats. Although ending in .wav, these types of files are actually in a different format and will not play.



4

Type a descriptive name for the sound you have selected and click **OK**.

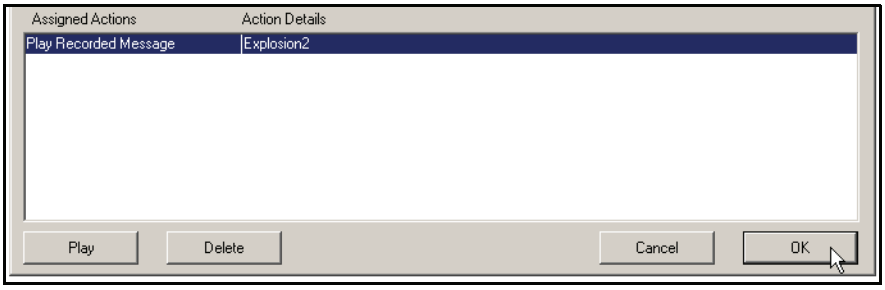
The descriptive name will help you identify the sound later.



5 The **Play Recorded Message** action and the sound file name now appear in the **Assigned Actions** list.



6



You can listen to the sound by selecting the **Play Recorded Message** action then clicking the **Play** button.

Tip: The **Play** button can also be used to preview any selected button actions that speak or play a recording.

Click **OK** when you are finished editing the button.

Giving a Button a Spoken Preview

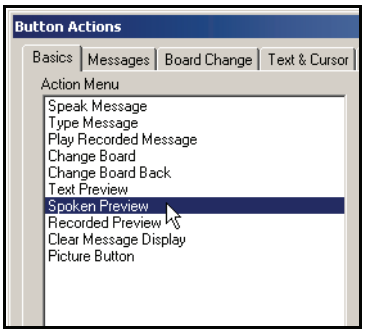
1

The **Spoken Preview** action will cause a button to speak a message whenever the mouse cursor moves over the button or that button is highlighted while using one of the scanning methods of access. A preview message is commonly used to provide an audio cue for individuals with visual challenges.

Double-click the button you want to assign a Spoken Preview to. The **Button Actions** dialog will appear.

2

Select **Spoken Preview** in the **Action Menu** list.

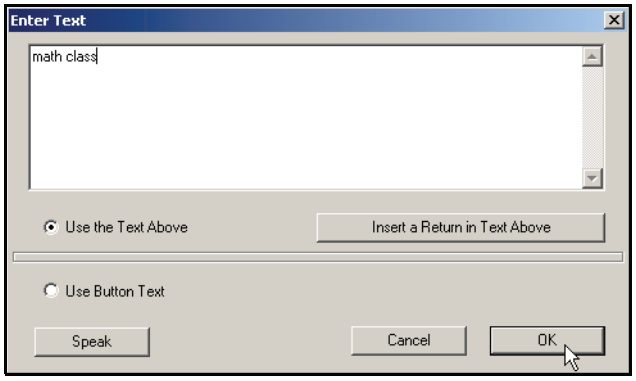


3

In the dialog that appears, type the preview message you want to hear.

Click **OK** when finished.

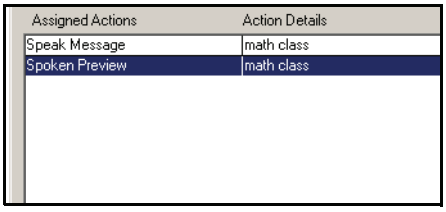
Note: A preview message should be only one or two words. Long previews can slow scanning or button access.



4

The **Spoken Preview** action and the preview message now appear in the **Assigned Actions** list.

Click **OK** when finished.



Note: For information on setting the preview volume level or completely disabling all preview messages, refer to *Voice and Sound Volume* in *Chapter 19*.

Giving a Button a Recorded Preview

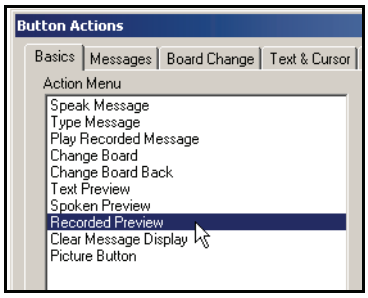
As an alternative to the synthesized speech of the **Spoken Preview** action, the **Recorded Preview** action will cause a button to play a recorded message whenever the mouse cursor moves over the button or that button is highlighted while using one of the scanning methods of access. A preview message is commonly used to provide an audio cue for individuals with visual challenges.

1

Double-click the button you want to assign a **Recorded Preview** to. The **Button Actions** dialog will appear.

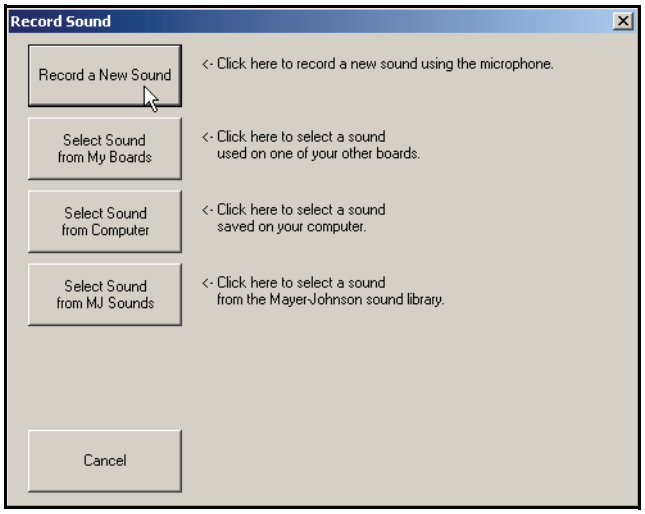
Note: You must have a sound card with a microphone or a built-in microphone to use this feature.

Select **Recorded Preview** in the **Action Menu** list.



2

You can record a preview sound using a microphone or select (import) a saved sound file (.wav).



Click the **Record a New Sound** button to use a microphone to record the preview.

Click the **Select Sound from Computer** button to use a pre-recorded sound. If you choose this option, a navigation window will appear allowing you to locate and import the desired sound.

Note: A preview message should be only one or two words. Long previews can slow scanning and button access.

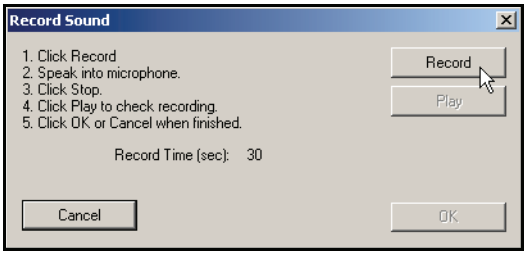
3

If you select the **Record a New Sound** option, the **Record Sound** box will appear.

Click the **Record** button and speak the preview message into the microphone.

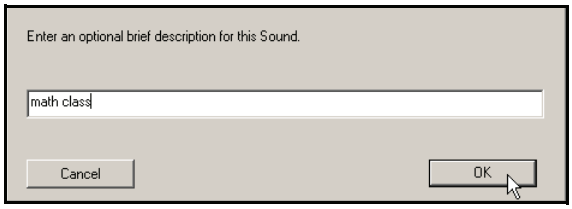
Click the **Stop** button (previously the **Record** button) to stop recording.

Click **OK** when you are finished recording.



4

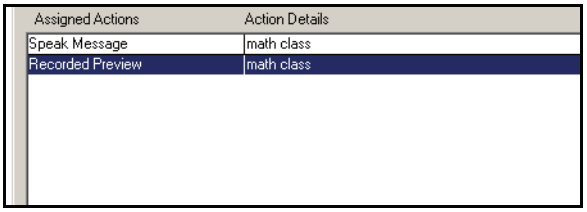
Type a descriptive name for your recorded preview, then click **OK**.



5

The **Recorded Preview** action and the recording name now appear in the **Assigned Actions** list.

Note: Click **OK** when you are finished editing the button. For information on setting the preview volume level or completely disabling all preview messages, refer to *Voice and Sound Volume* in *Chapter 19*.



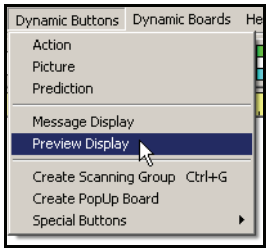
Adding a Preview Display

The **Preview Display** will automatically display the messages or actions assigned to a button whenever the mouse cursor moves over the button or that button is highlighted while using one of the scanning methods of access.

1

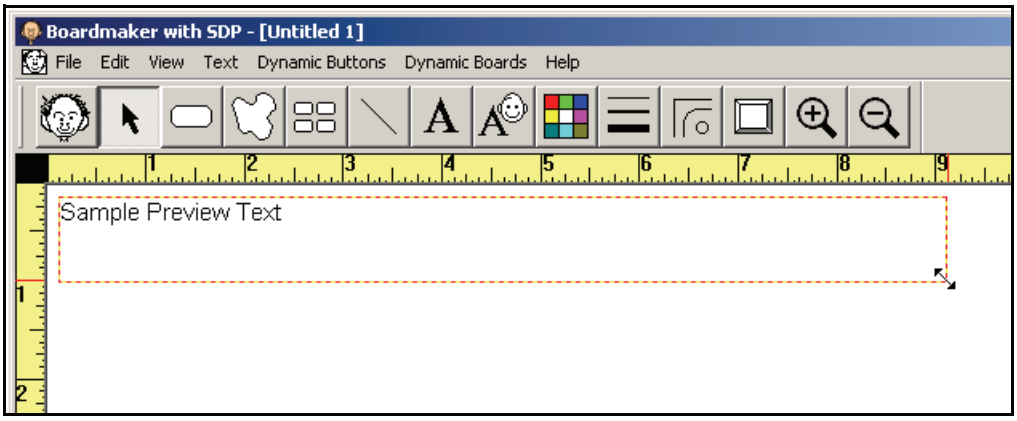
Choose **Dynamic Buttons > Preview Display**.

The **Preview Display** will appear toward the top of the board.



2

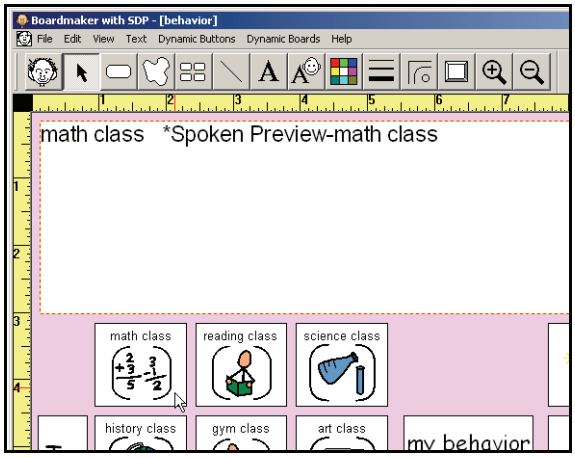
Reposition the **Preview Display** then drag its border to change its size.



3

As you pass the cursor over your buttons you can preview the text previews. The **Preview Display** functions in the **Design** mode as well as the **Use** mode.

Note: The size and color of the display text can be changed. Refer to *Adding a Message Display and Setting Its Appearance* in *Chapter 13*.



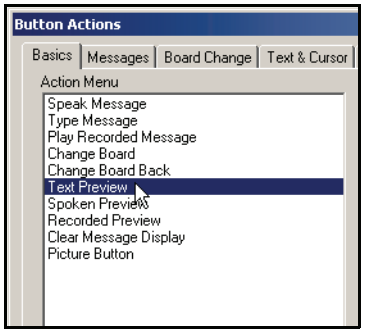
Changing a Button's Text Preview

1

If you don't like the preview text that appears automatically, you can assign your own preview text using the **Text Preview** action.

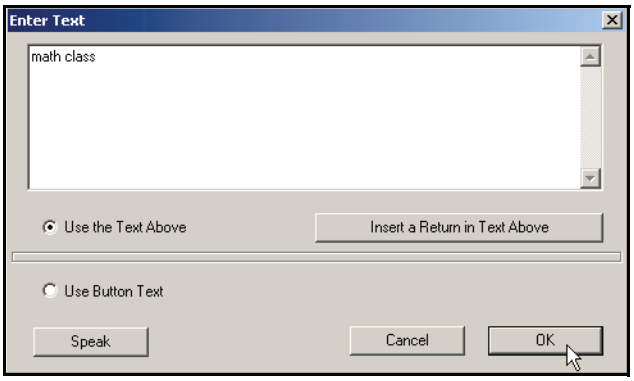
Double-click the desired button. The **Button Actions** dialog will appear.

Select **Text Preview** in the **Action Menu** list.



2

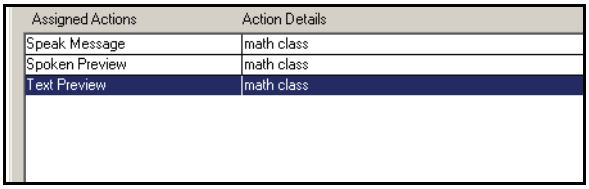
Type the text preview message for the button in the dialog. Then click **OK.**



3

The **Text Preview** action and the text preview message now appear in the **Assigned Actions** list.

Click the **OK** button when you are finished editing the button.



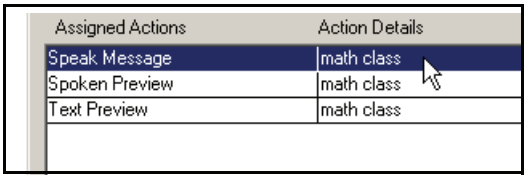
Editing a Button's Assigned Actions

In the process of creating a board, you will probably find it necessary to edit the actions assigned to your buttons. The actions in a button's **Assigned Actions** list can easily be edited, added to, deleted, or rearranged.

1

Editing an Assigned Action

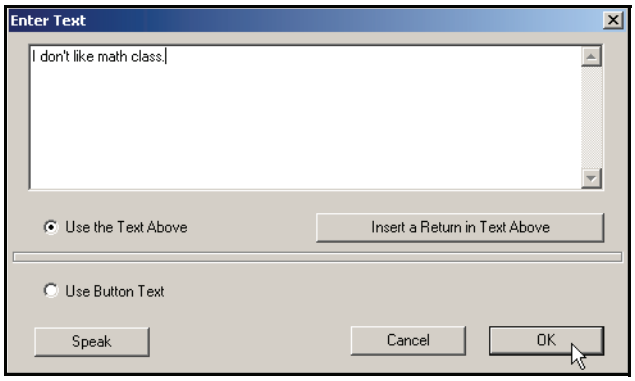
To edit an action on a button, double-click the button, and then double-click in the **Action Details** list for that action. In this case, double-click on "math class" for the **Speak Message** action.



2

The appropriate dialog for the action will appear, allowing you to make the necessary changes.

Note: Many actions perform a set function and cannot be edited.



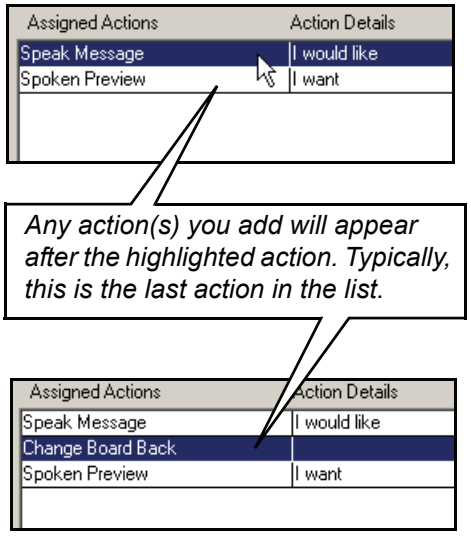
3

Adding an Action to the List

Select the action in the **Assigned Actions** list that you want to precede the new action. Assign the new action to the button.

There is no limit to the number of actions a button can be assigned.

Any action added to a button will appear after the selected action. To add an action in a specific position, select the action that will precede it.

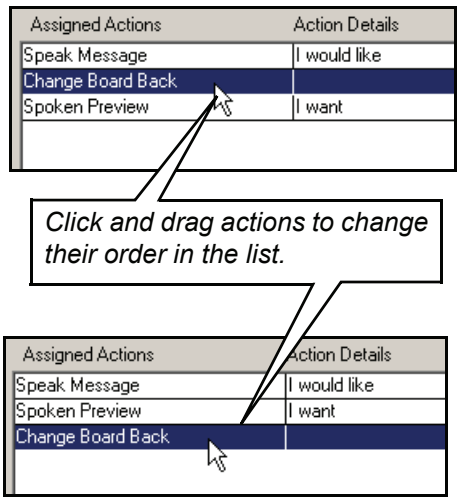


4

Rearranging the Assigned Actions

To change the order of the **Assigned Actions** list, you can click and drag an action into a different location.

Note: Action order can be very important. For example, all board change actions must be last in the list.

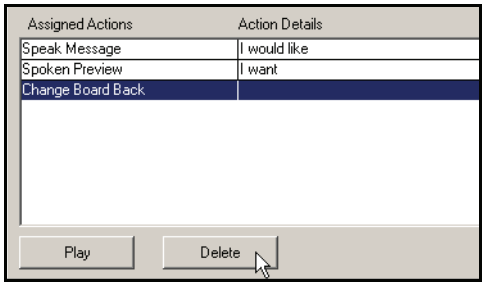


5

Deleting an Assigned Action

To delete an action, select it in the **Assigned Actions** list, then click the **Delete** button.

Tip: If you need to delete a series of actions, select the topmost action and you can repeatedly click the **Delete** button to remove the actions.



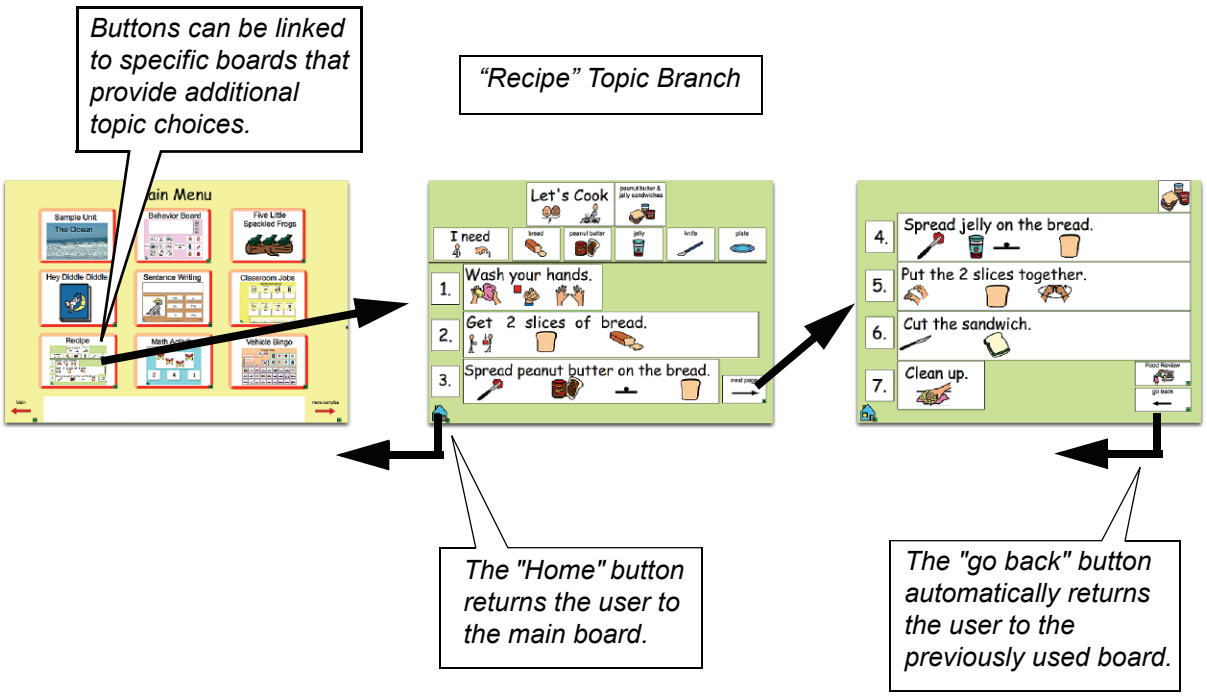
Chapter 12
Linking Boards Together

Chapter Overview BM+ SDP

With Boardmaker Plus! and the Boardmaker-Speaking Dynamically Pro allow you to dynamically link boards together. This allows a user to easily navigate from one board to the next as needed to support the current activity or branch off to a different activity. In this chapter, you will learn the basic methods of linking boards together to create an activity or navigable set of activities.

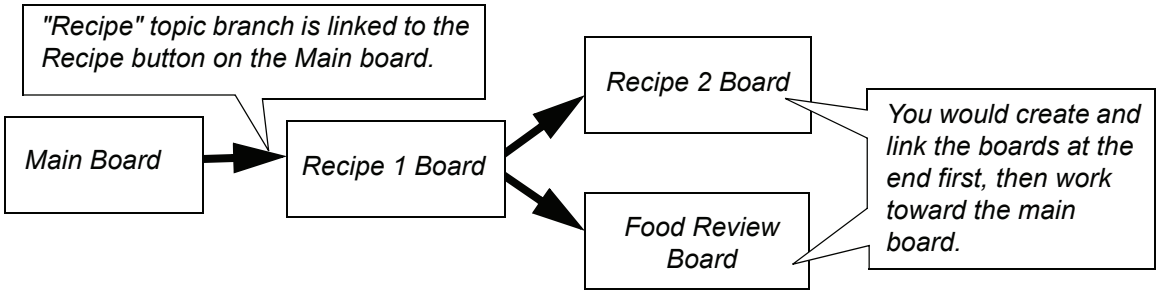
The following topics will be covered:

- Linking Boards Together
- Adding a Button Link to the Previous Board
- Navigating Board Links in the Design Mode
- Adding a Button Link to the Main Board
- Linking Specific Boards Together
- Board Change Indicators



Linking Boards Together

Once a main/topic board has been created, the next step is to create the supporting boards for a specific topic branch, e.g., recipe boards. Usually, you want to start by building the boards at the end of a topic branch first. The general sequence for building a topic branch is outlined in the steps below. Following this building sequence will allow you to make the necessary board links as each board is created.

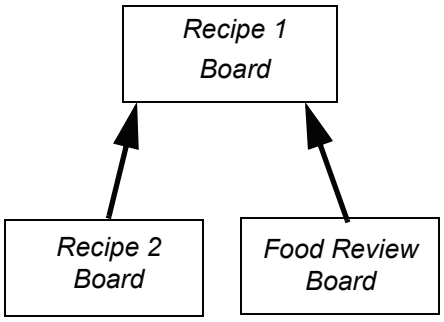


1

General Building Sequence

Start by building the boards at the end of the topic branch first. These boards can then be linked directly to the main board.

Note: Every board you create should have a button that links it to the main board.

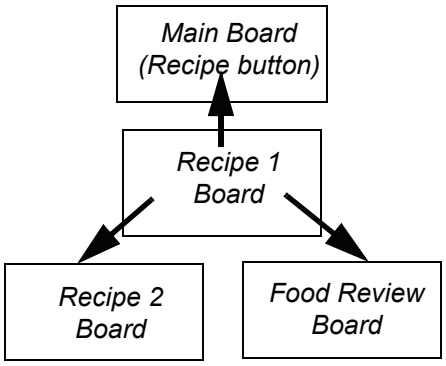


2

Create any additional boards, working back up the branch toward the main board.

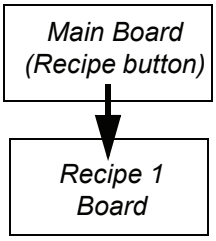
In the example pictured, the “Recipe 1” board is created next. This board can then be linked to the “Recipe 2,” “Food Review,” and “Main” boards.

Note: Every board you create should have a button assigned the **Change Board Back** action to aid in navigation.



3

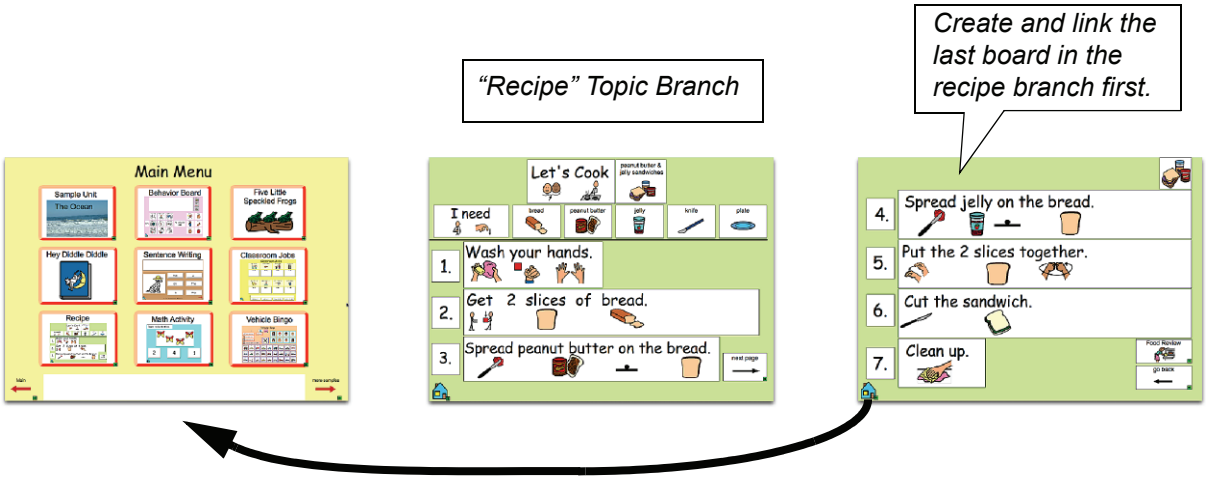
Once the boards in a topic branch are linked together, the appropriate button on the “Main” board can be linked to the completed branch.



Adding a Button Link to the Main Board

All the boards you create should have a link to the main board. This prevents a user from navigating down a topic branch and then getting stuck at the end.

By creating the boards at the end of a topic branch first, the only direct link you need to add is to the main board, which should already exist. **You cannot create a link to a board that doesn't exist**. So, if you started by creating the "Recipe 1" board, you couldn't create a link to the "Recipe 2" board until after that board was created.

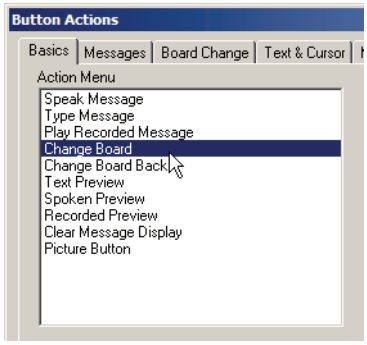


1

You should create and position the **Main** button in the same location on every board.

Double-click the **Main** button.

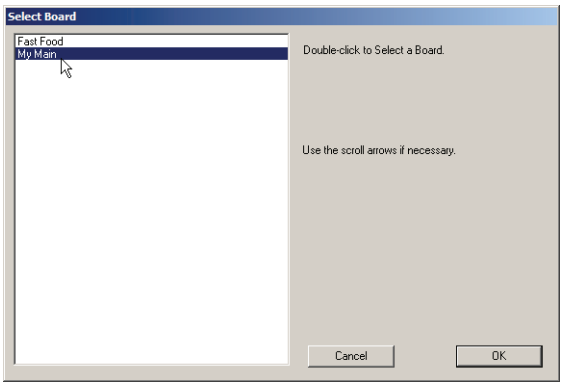
Select **Change Board** in the **Action Menu** list.



2

Click on your main board in the list of boards, then click **OK**.

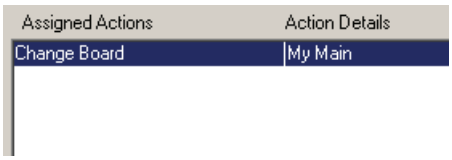
Note: Only boards saved in the same folder as the current board will appear in the list.



3

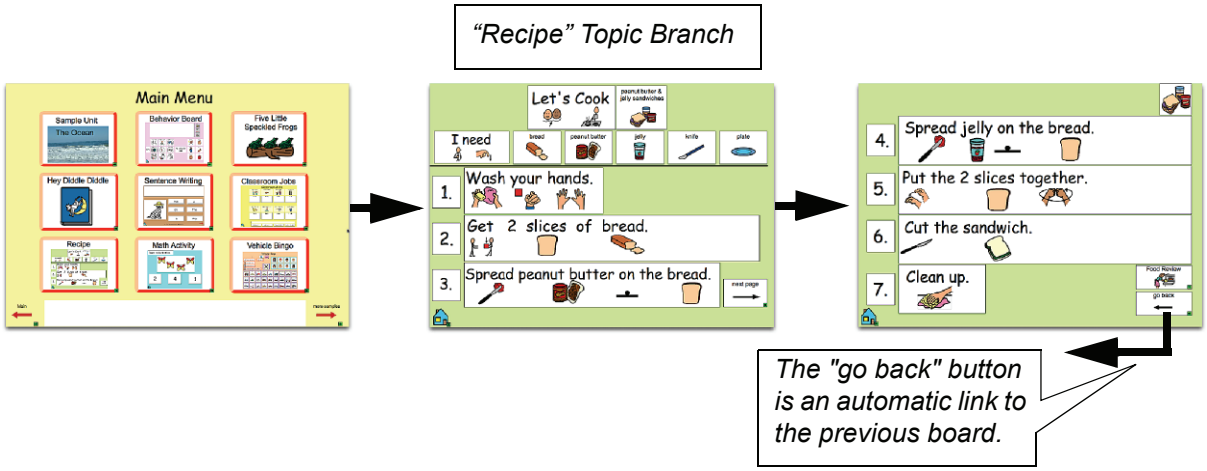
The **Change Board** action and the linked board now appear in the **Assigned Actions** list.

Click the **OK** button when you are finished editing the button.



Adding a Button Link to the Previous Board

Adding a **Change Board Back** action to a button on a board provides the user with an easy way to automatically return to the previous board - much like one would use the "Back" button on a web browser. The application keeps track of the user's board history, which means the user can return not just to the previous board, but back many boards if necessary. There is also a complementary **Change Board Forward** action (**Board Change** category) that will step forward through the board history if needed.

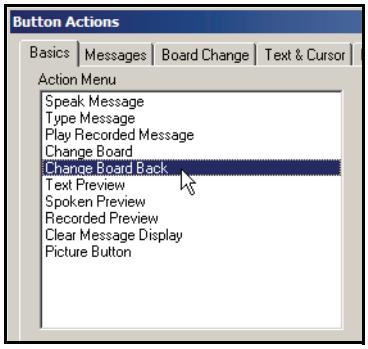


1

You should create and position the "go back" button in the same location on every board.

Double-click the "go back" button.

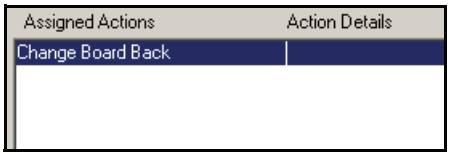
Select **Change Board Back** in the **Action Menu** list.



2

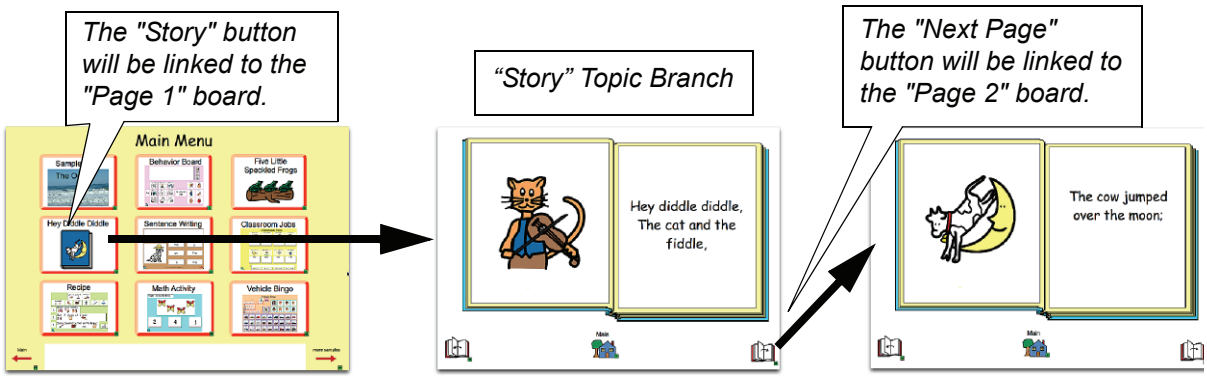
The **Change Board Back** action appears in the **Assigned Actions** list.

Click **OK** when finished.



Linking Specific Boards Together

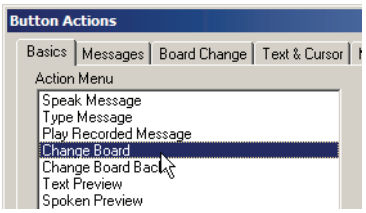
Having created and linked the board at the end of the topic branch, work toward the main board. For example, if you've created a story you'll want to link page 2 to page 1 and so on.



1

Double-click the button that will link to the next board.

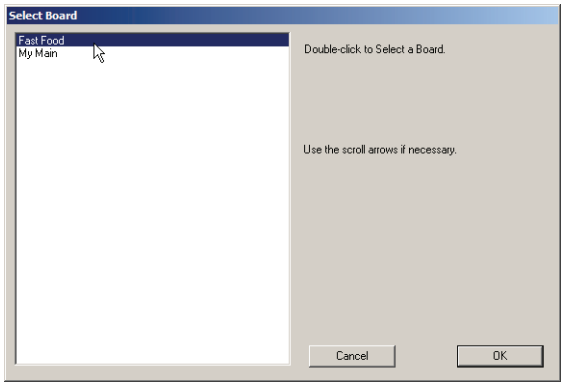
Select **Change Board** in the **Action Menu** list.



2

A list of boards that have been saved in the same folder as the one you're working on will appear. Double-click the name of the board you want to link to.

If the board is not listed, make sure it is in the same folder as the one you're currently working on.



3

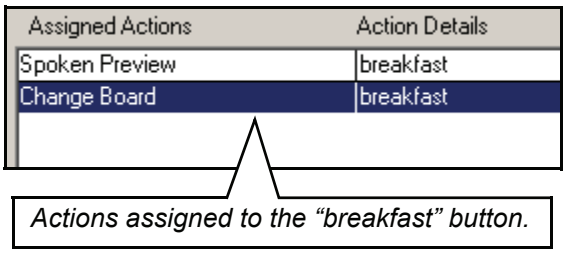
The **Change Board** action and the linked board now appear in the **Assigned Actions** list.

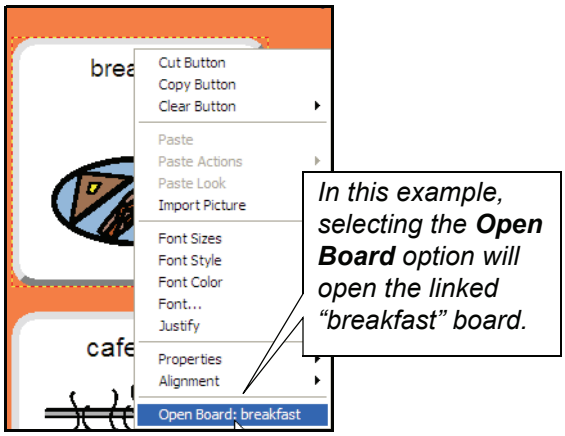
Click **OK** when finished.



Navigating Board Links in the Design Mode

In the **Design** mode, it is possible to quickly open a board that is linked to a specific button. Simply right-click the button and choose **Open Board: <board name>** from the contextual menu. The **Open Board** option can be a real time-saver if you are editing a large collection of linked boards.



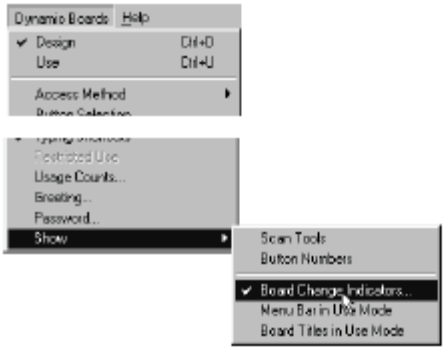


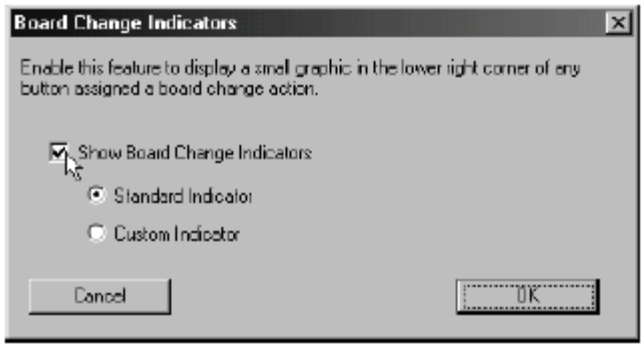
Note: If a button has more than one **Change Board** or **Go to Popup** action (which is possible if the board change actions are inside **If** or **Random** action blocks), a separate **Open Board** option will be available for each link (up to six).

Board Change Indicators

By default, the program will mark each button that is assigned a board change action with a small green arrow in the bottom right corner. This is a **Board Change Indicator** and it acts as a visual cue to the user that selecting a specific button will make another board appear.

The indicators can be turned on and off within the **Dynamic Boards** menu. You may also assign another graphic to act as the **Board Change Indicator**.





Note: In order to use a **Custom Indicator**, you must have a 16 by 16 pixel bitmap graphic named "Custom Indicator" saved in the **SDP Externals** folder. (This folder can usually be found in the C:\Program Files\Boardmaker with SD Pro folder.)

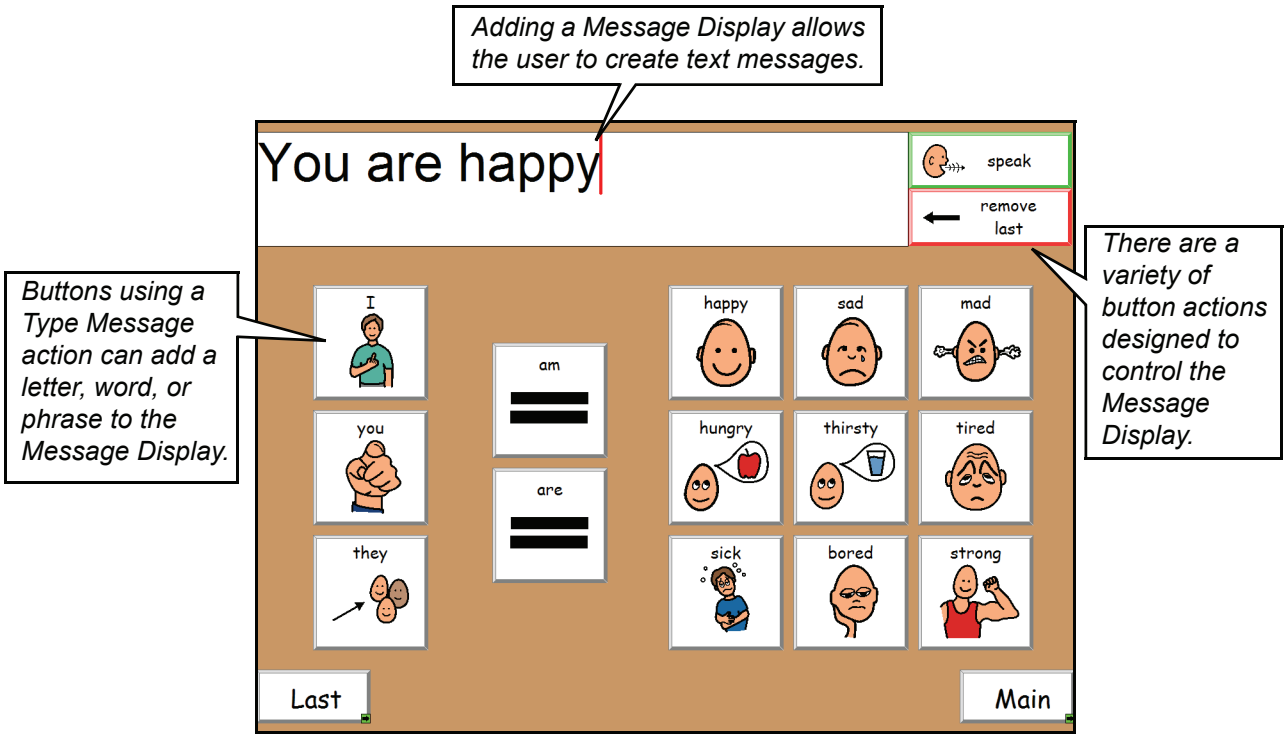
Chapter 13
Using a Message Display with Text

Chapter Overview BM+ SDP

On the most basic level, the Message Display allows text messages entered by button selections or keyboard input to be displayed, created, and/or printed. In this chapter you will learn how to incorporate a Message Display to create a simple picture-to-text sentence building board. There are a variety of button actions such as speak, print, clear, etc. that allow you to control the Message Display.

The following topics will be covered:

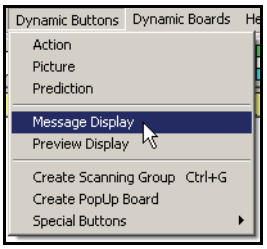
- Adding a Message Display and Setting Its Appearance
- Adding Simple Message Display Controls
- Changing the Message Display's Settings
- Making a Button Type a Text Message
- Message Display Actions



Adding a Message Display and Setting Its Appearance

1

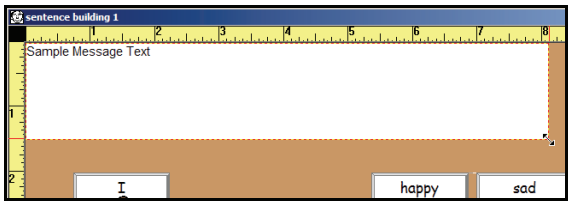
Choose **Dynamic Buttons > Message Display**.



2

You can reposition and resize the **Message Display** according to your needs.

Click and drag the **Message Display** to the appropriate position, then drag its border to change its size.

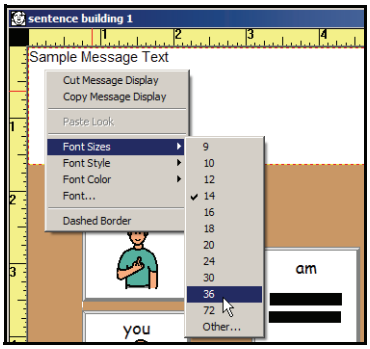


3

Changing the Text Size

If the display text is too small or too large, you can change it to the size you want.

With the **Message Display** selected, you can set the font, style, and size using the **Text** menu, or **Ctrl** right-click the **Message Display** and choose the option you need.



4

Changing the Text and Display Colors

If desired, you can change the color of the text or the **Message Display** itself.

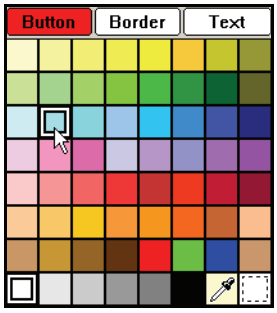
With the **Message Display** selected, click the **Color Tool**.

In the Color Palette click on **Button**, **Border**, or **Text**, then click the desired color.

NOTE: You can also change the color of the **Message Display** text by right-clicking the **Message Display** and choosing **Font Color** from the contextual menu.

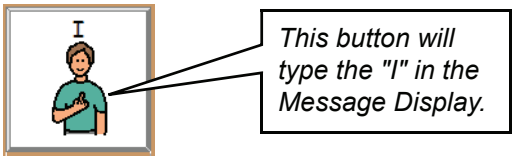


Color Tool

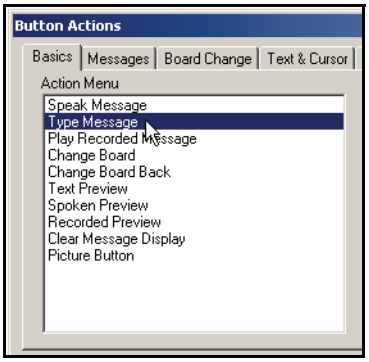


Making a Button Type a Text Message

1 Double-click on a button that you want to type a message in the **Message Display**.

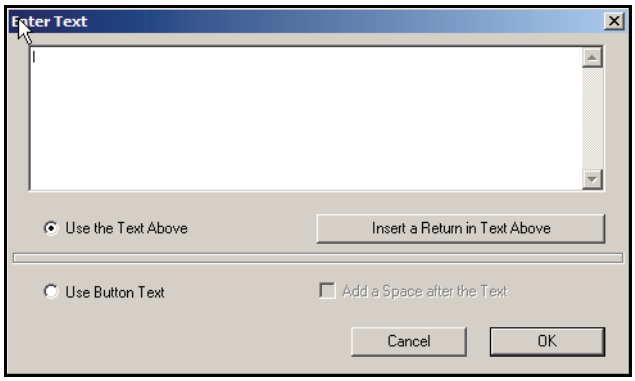


2 Select **Type Message** in the **Action Menu** list.



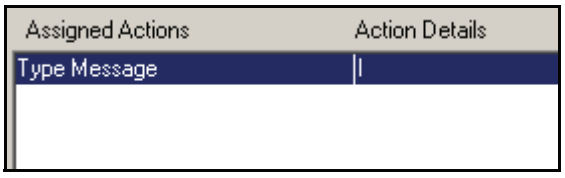
3 In the dialog, type the text to appear in the **Message Display**.

Tip: Add a space after the text to keep it from being combined with any additional text added to the **Message Display**.



4 The **Type Message** action and the text message now appear in the **Assigned Actions** list.

Click the **OK** button when finished.

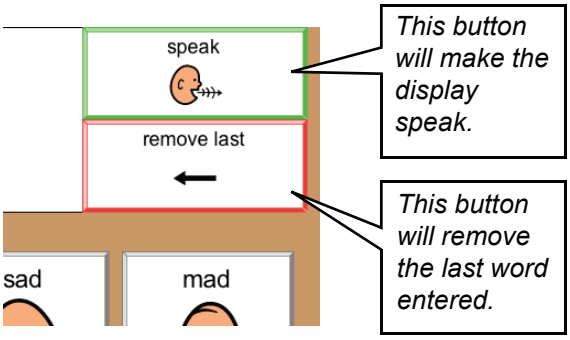


Adding Simple Message Display Controls

1

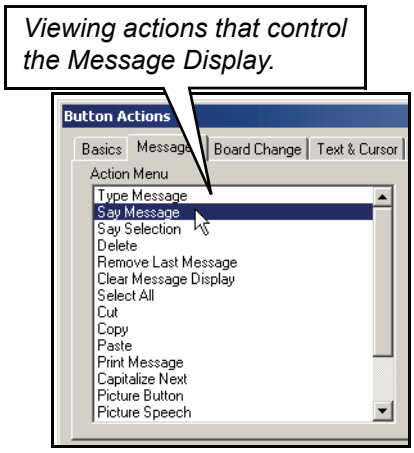
Making the Message Display Speak

Double-click the button you want to use to speak the contents of the **Message Display**.



2

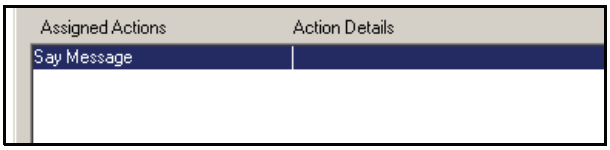
Select the **Messages** tab then select the **Say Message** action in the Action Menu.



3

The **Say Message** action now appears in the **Assigned Actions** list. This action will make the **Message Display** speak its contents when this button is selected.

Click the **OK** button when finished.

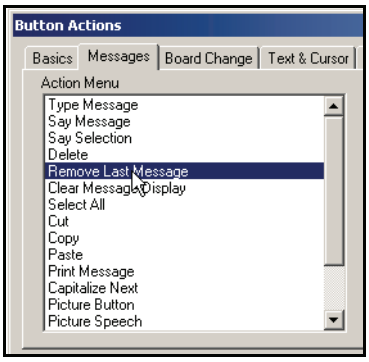


4

Removing the Last Message

Double-click the button you want to use to remove the last message from the **Message Display**.

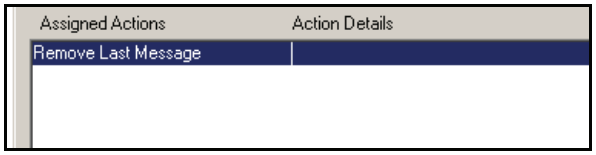
Select the **Messages** tab, then select the **Remove Last Message** action in the Action Menu..



5

The **Remove Last Message** action now appears in the **Assigned Actions** list. This action causes the button, when selected, to remove the last text message entered in the **Message Display**. The button will behave as a backspace key if you click on it again.

Click the **OK** button when finished.



Message Display Actions

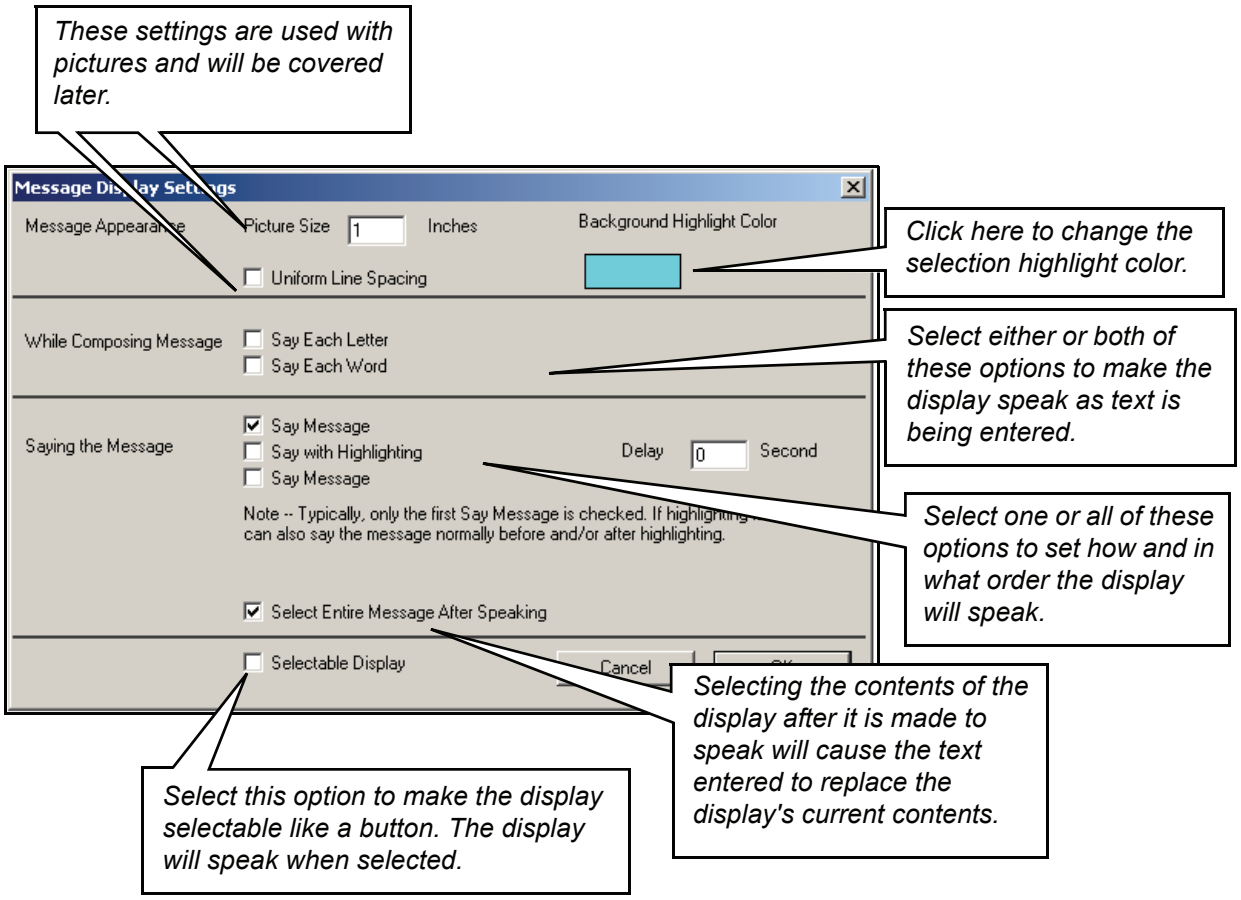
The **Messages** tab contains button actions used to control the various functions of a Message Display.

- **Type Message** - Places a message you enter into the Message Display.
- **Say Message** - Speaks the contents of the Message Display.
- **Say Selection** - Speaks any selected text in the Message Display.
- **Delete** - Deletes any selected text, or if no text is selected, deletes the character before the cursor.
- **Remove Last Message** - Removes the last text message entered into the display by a button or any text typed with the keyboard since the last button selection.
- **Clear Message Display** - Clears the contents of the Message Display.
- **Select All** - Selects the entire contents of the Message Display.
- **Cut** - Cuts the selected text from the Message Display and places it on the clipboard.
- **Copy** - Copies the selected text from the Message Display to the clipboard.
- **Paste** - Pastes text from the clipboard into the Message Display.
- **Print Message** - Prints the contents of the Message Display.
- **Capitalize Next** - Capitalizes the next character entered into the Message Display.
- **Picture Button** - Makes a button add its symbol to the Message Display.
- **Picture Speech** - Assigns the message to be spoken by a Picture button.
- **Picture Sound** - Assigns the recorded message to be played by a Picture button.
- **Caps On** - Turns on Automatic Capitalization. All characters entered will be in upper case.
- **Caps Off** - Turns off Automatic Capitalization.
- **Expand Abbreviation** - Expands defined word/phrase abbreviations.

Changing the Message Display's Settings

The **Message Display** has a variety of built-in settings that can be used to change its look and behavior. Double-clicking on a **Message Display** will open the **Message Display Settings** dialog shown below.

Note: The **Message Display** settings apply only to the display on the current board.



Setting Notes:

- **Saying the Message** - Selecting all three options will make the display speak the message, speak the message again while highlighting each word, and speak the message one final time. Typically, only one **Say Message** is checked when used with **Say with Highlighting**.
- The **Delay** option is used to specify a pause between each spoken word when using **Say with Highlighting**.
- When **Selectable Display** is checked you cannot use the mouse to edit the contents of the display. The display text can only be edited by using buttons which are assigned text editing actions. The **Cancel Speech** and **Pause Speech** actions (**Cool Stuff** tab) will not work when this option is selected.

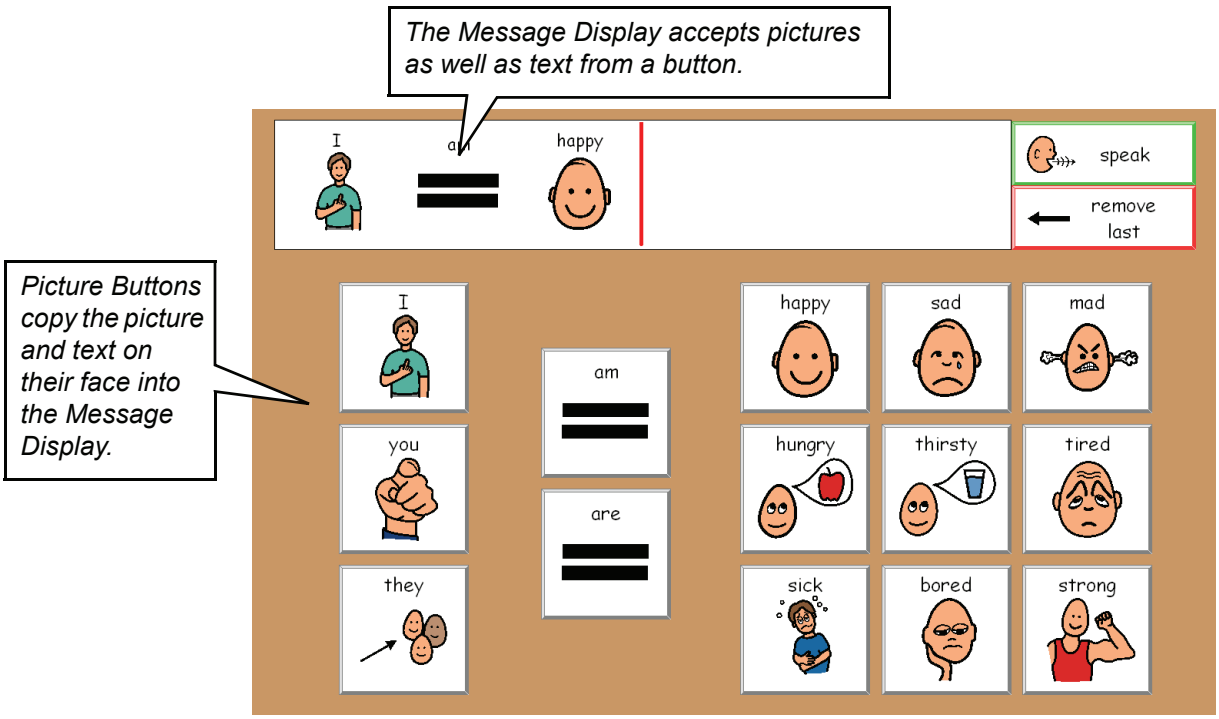
Chapter 14
Using a Message Display with Pictures

Chapter Overview BM+ SDP

This chapter will show you how to create picture sentences rather than text sentences. A Message Display can accept picture input from buttons on your board in addition to text. Pictures placed in a Message Display can be edited, spoken, printed, and saved just like text.

The following topics will be covered:

- Placing a Picture into the Message Display
- Uniform Line Spacing - Pictures and Text



Placing a Picture into the Message Display

1

Double-click the button whose picture you want placed in the Message Display.

Note: A picture of the button will then be placed in the Message Display.

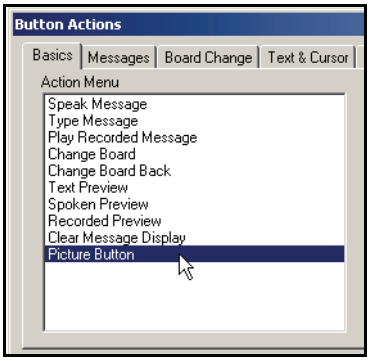


2

Select **Picture Button** in the **Action Menu**.

Two actions will automatically appear in the **Assigned Actions** list:

- **Picture Button** tells the button to place its picture in the Message Display.
- **Picture Speech** makes the button speak when selected and when the Message Display is spoken.





Note: You can create a button with the **Picture Button** and **Picture Speech** actions already assigned, by selecting **Dynamic Buttons > Picture**.

Note: The **Picture Speech** and **Picture Sound** (plays a recording or sound) can be assigned separately and are found in the **Messages** category. The **Picture Button** action must precede any **Picture Speech** or **Picture Sound** action.

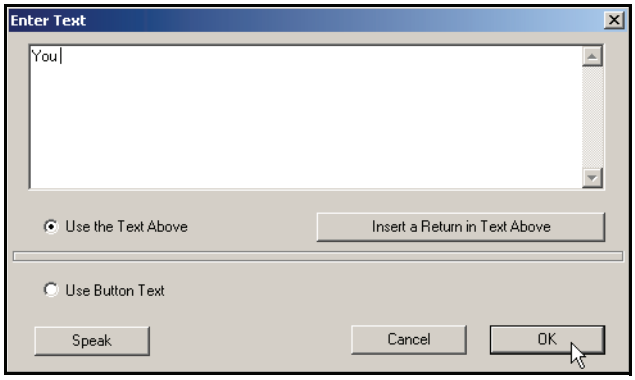
Note: The **Picture Speech** action is similar to the **Speak Message** action in that both make a button speak when it is selected. However, the **Picture Speech** action is required to make a button's picture speak from within a Message Display. The **Picture Sound** action behaves in the same fashion.

3

Double-click the **Picture Speech** action to edit it.

In the **Enter Text** dialog that appears, type the word or text you want the button to speak, then click **OK**.

If you want the button to speak the text on the face of the button, select the **Use Button Text** option.



4

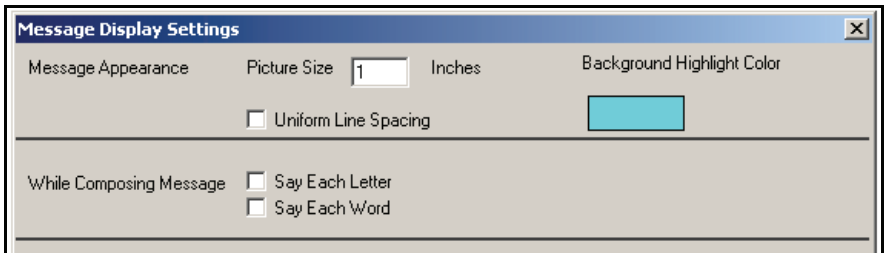


Action Options

- **Hide Text (Picture Button)** - When this option is selected, any editable text on the face of the button will not be placed in the Message Display along with the button's picture.
- **Suppress (Picture Speech/Sound)** - When this option is selected, the action(s) will not be performed when the button is selected. The Picture Speech/Sound action(s) will be performed only when the Message Display is spoken.

Setting the Picture Size in the Message Display

5

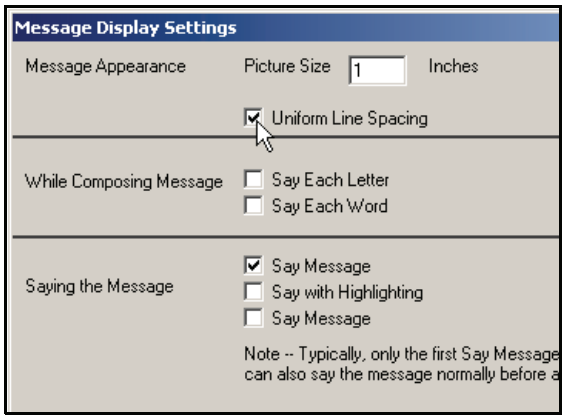


The **Message Display** will scale pictures sent by any size picture button to a uniform size. The default size is 1 inch.

Double-click the **Message Display** to edit its settings. To change the size of the picture to be placed into the **Message Display**, click in the **Picture Size** box and type a picture size.

Uniform Line Spacing - Pictures and Text

The Message Display will accept both text and pictures from the buttons on your boards. If you plan on using both, it is recommended that you select the **Uniform Line Spacing** option in the **Message Display Settings** dialog. This feature will make all lines in the Message Display the same height, allowing space for either pictures or text.



Chapter 15
"Use Button Text" Boards

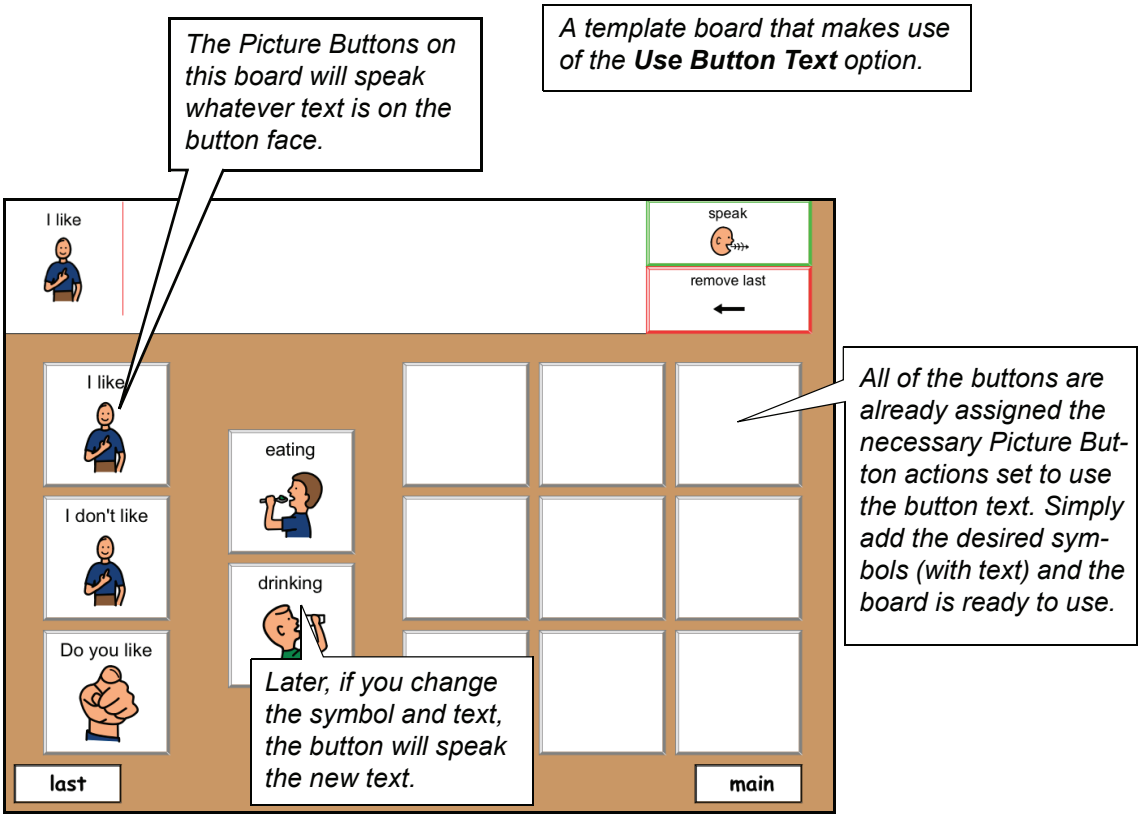
Chapter Overview BM+ SDP

In this chapter you will learn about the special **Use Button Text** option that allows a button to speak and/or type whatever text is on its face. With this option selected, you can quickly create a board whose buttons will speak or type any text placed on them. This feature makes it possible to create pre-programmed template activities that can be customized quickly by changing the symbols and labels on the buttons.

A collection of template boards are provided that take advantage of the **Use Button Text** option. You can use one of the templates to quickly create a board for spoken communication or writing with text or pictures.

The following topics will be covered:

- Creating a "Use Button Text" Template Board
- Actions that Can Use Button Text



Creating a “Use Button Text” Template Board

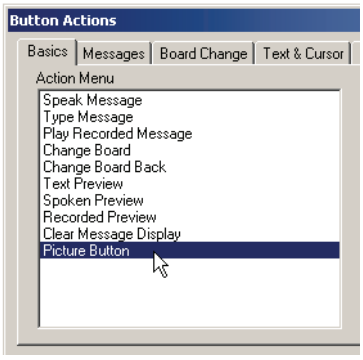
The key to this method of board construction is to assign the necessary actions and appearance to the first button you create - the template button. When you then use the **Button Sprayer Tool** to create a grid of buttons, each button in the grid will have the same assigned actions and appearance as the template button. This saves you from having to assign actions to each button individually.

1

Create a new board with a message display and then make one button that will become your template button.

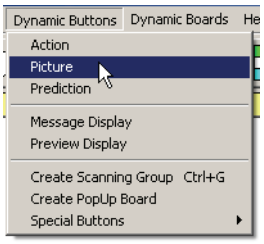
Double-click the blank (template) button.

Select **Picture Button** in the **Action Menu** list. The three picture button actions will appear in the **Assigned Actions** list.



OR

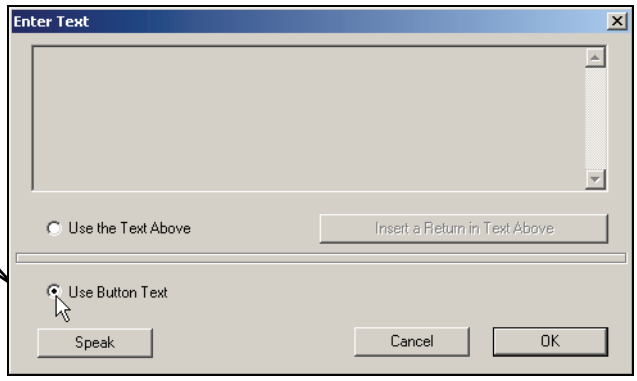
Another option of creating a Picture button is to choose **Dynamic Buttons** > **Picture**. This will create a 1-inch square button with the two picture button actions already assigned to it.



Double-click the **Picture Button** item.

2

*Select **Use Button Text**. This makes the button speak any text on the button face.*

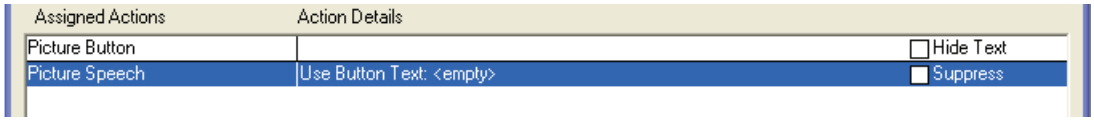


Double-click the **Picture Speech** action.

In the **Enter Text** dialog, click the **Use Button Text** option. This will cause the Picture button to speak any editable text that is placed on the face of the button. If you were to change the text and picture on the button’s face at a later time, you would not need to change the **Picture Speech** message; the **Use Button Text** option does it for you.

Click **OK** when finished.

3



Under **Action Details** you will see "Use Button Text" as the description for the **Picture Speech** action. This lets you know that the button is set to speak the text on the button face.

Click the **Suppress** box to uncheck this option and make the button speak when selected.

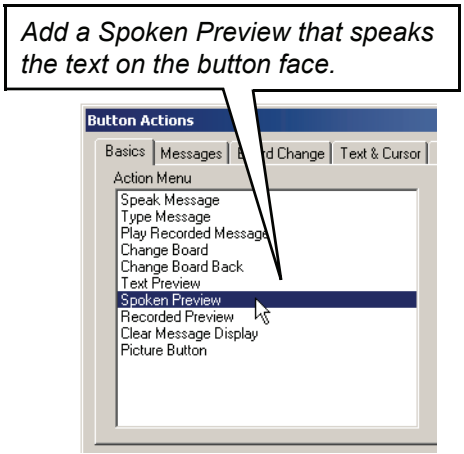
4

In this example, we will also make the button provide an audible cue using the text on the button face.

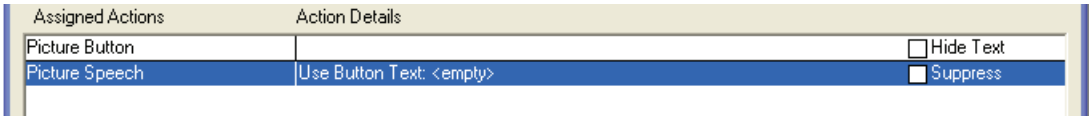
Select **Spoken Preview** in the **Action Menu** list.

As in step 3, select the **Use Button Text** option.

Click **OK** when finished.



5



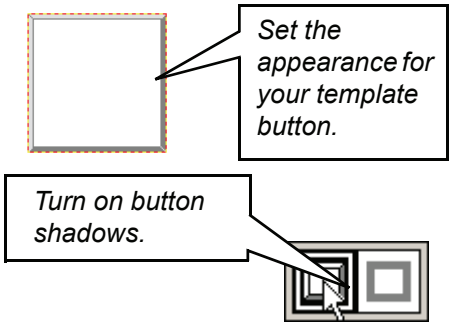
Under **Action Details**, you will see **Use Button Text** as the description for the **Spoken Preview** action. This lets you know that the button is set to preview the text on the button face.

You are finished assigning actions to this template button. Click **OK** when finished.

6

Now that actions have been assigned to the template button, make any appearance changes to the button.

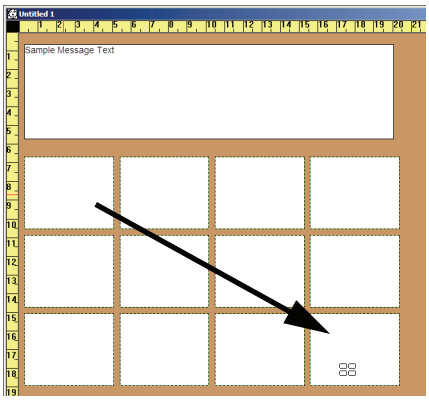
For this example, click the **Shadow Tool** and turn on button shadows.



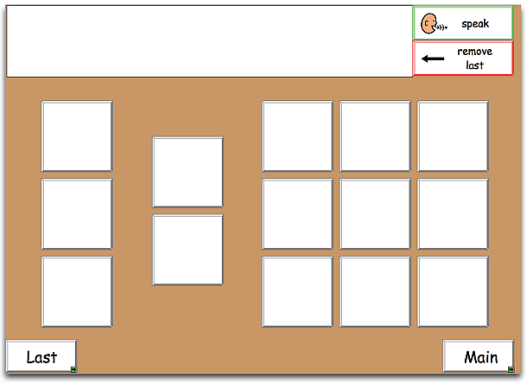
7

Once you have the template button completed, you can use the **Button Sprayer Tool** to drag out a grid of picture buttons.

Double-click on any one of the new buttons to verify that it has the same actions you assigned to the template button. Click **OK** when finished.



8



You can then move the buttons around according to the needs of the activity being created. The buttons are now ready to accept pictures and be used.

Note: Make sure you have a **Message Display** on your board if you're going to use **Picture Buttons**. See *Chapter 14 - Using a Message Display with Pictures* for more information about Message Displays.

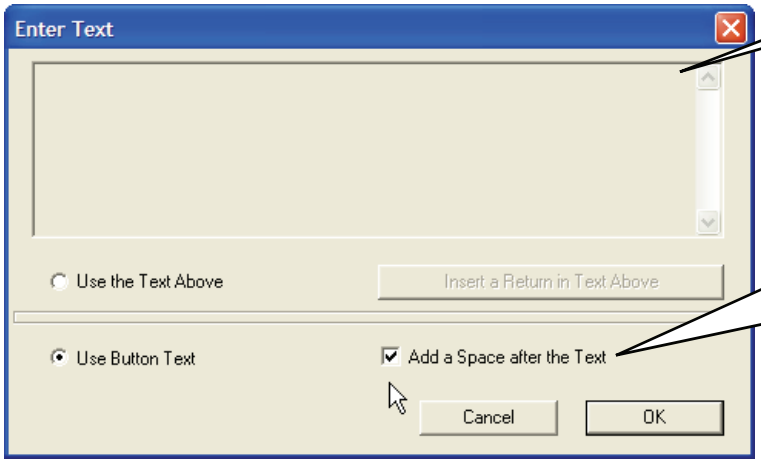
Note: You must have text on the buttons if you want them to speak or preview.

Note: At this point, you can turn this board into a locked template board that can be accessed using the **Open a template** button. This will allow you to use the blank template again and again to make different activities. For information on saving a board as a locked template, refer to *Appendix E - Creating a Template Board*.

Actions that Can Use Button Text

The **Use Button Text** option is available with the following actions:

- Speak Message
- Type Message
- Text Preview
- Spoken Preview
- Picture Speech



This window is common to all the above actions.

*With the **Type Message** action, you are provided with an additional option to **Add a Space after the Text**. Typically, you will leave this selected. You would deselect this option if you are working with individual letters that will be combined to form words, for example when creating a keyboard or spelling activity.*

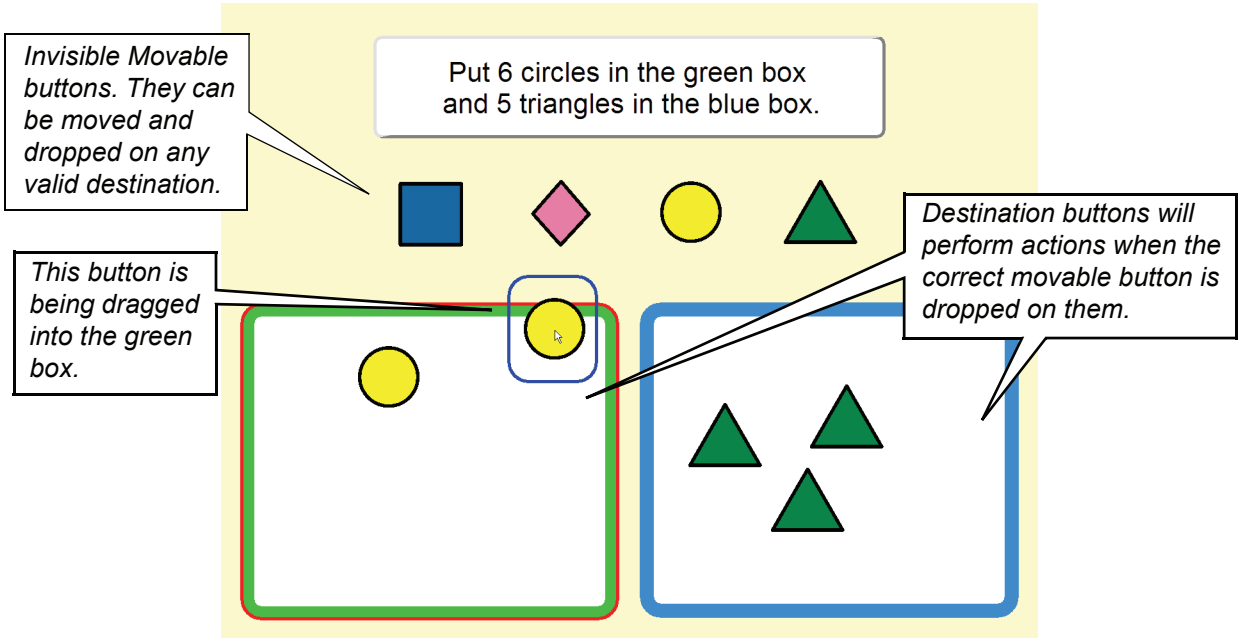
Chapter 16
Working with Movable Buttons

Chapter Overview BM+ SDP

Movable buttons allow you to create on-screen activities in which the position of buttons can be manipulated. Buttons no longer need to be static objects; instead, they can be dragged around the screen and dropped on other buttons to trigger a spoken message or other actions. Movable buttons allow you to create dynamic activities for counting, sorting, sequencing and more. The **Movable Button Tool** allows you to quickly pair a Movable button with a Destination button and assign actions to be performed when the Movable button is dropped on that Destination button.

The following topics will be covered:

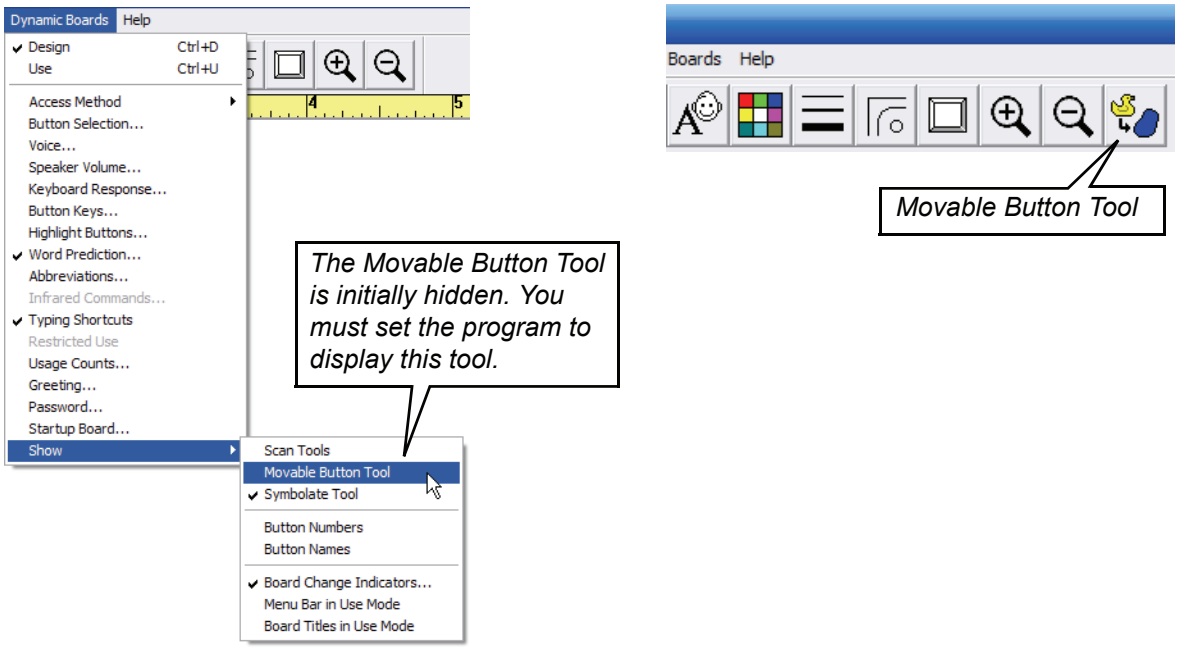
- Showing the Movable Button Tool
- Editing Actions for a Movable-Destination Button Pair
- Setting a Movable Button to Clone Itself
- Changing Button Types
- Limitations of Movable Buttons with Scanning Access Methods
- Creating Movable and Destination Buttons
- Setting a Movable Button to "Snap Back"
- Centering a Dropped Movable Button
- Scanning and Movable Buttons



In this sorting and counting activity, the student moves the specified number of shapes into the correct box.

Showing the Movable Button Tool

Initially, the **Movable Button Tool** is not visible in the toolbar. You will need to set the application to show this tool. Choose **Dynamic Boards > Show > Movable Button Tool**.

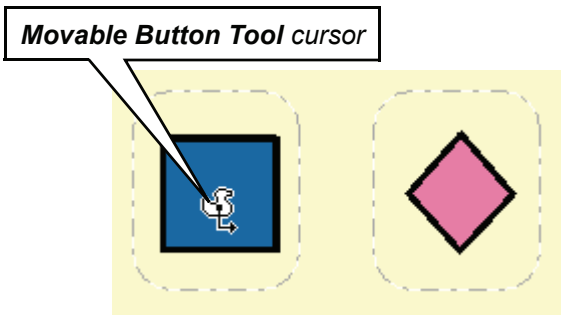


Creating Movable and Destination Buttons

1. Click the **Movable Button Tool**.

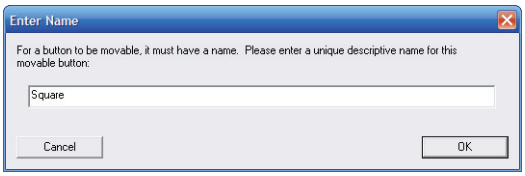


2. Click the button you want to make movable. The **Enter Name** dialog for the Movable button will appear. Every Movable button must be given a unique name.



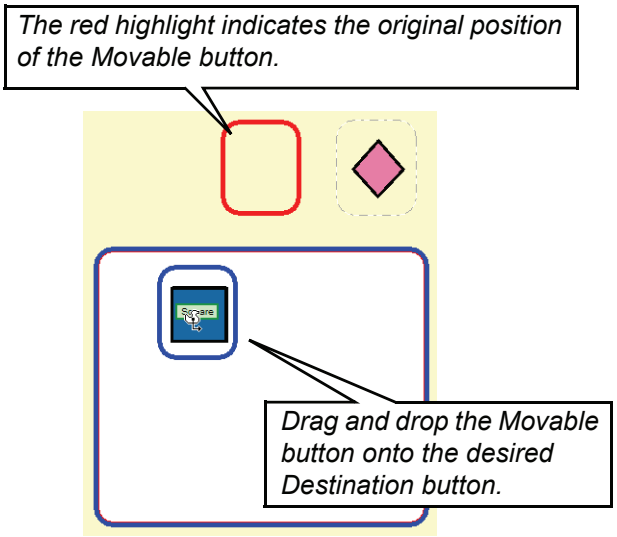
3. Type a name for the Movable button and click **OK**.

   Note: Movable button names will appear in a green box displayed in the center of the button whenever the **Movable Button Tool** is active.



4. Click and drag the Movable button on top of the button that will be the destination, then release the mouse button to drop it. The **Enter Name** dialog will appear for the Destination button.

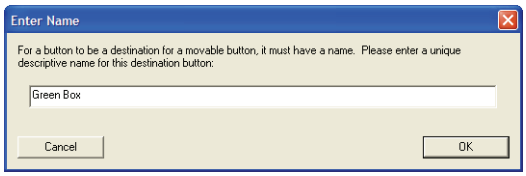
   Note: The board background can be a valid destination for a Movable button. Simply drag the Movable button to any location on the board background to create that pairing.



5

Type a name for the Destination button and click **OK**.

Note: Destination button names will appear in a red box displayed in the center of the button whenever the **Movable Button Tool** is active.

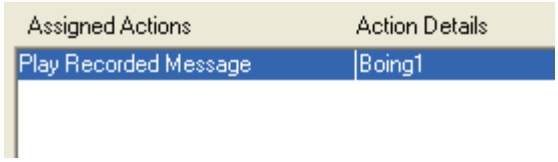


6

Assign actions to the Destination button that will get performed when the current Movable button is dropped on this Destination button.

Note: A Destination button can be paired with multiple Movable buttons.

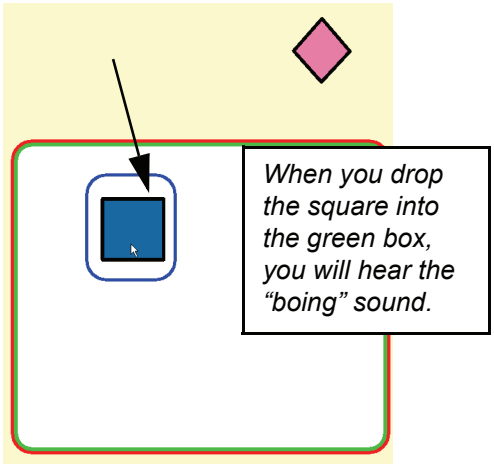
Note: A Destination button can not be selected unless it is assigned its own actions that are not associated with a specific Movable-Destination pairing. Refer to the *Editing Actions for a Movable-Destination Button Pair* section in this chapterfor more information.



A recorded "boing" sound will be played when the paired movable button is dropped here.

7

When the application is placed in the **Use** mode and the "Square" Movable button is dropped on the "Green Box" Destination button, the assigned **Speak Message** action will be performed.

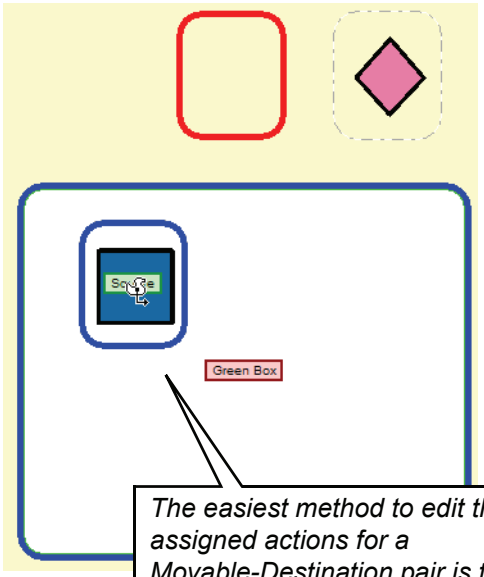


Editing Actions for a Movable-Destination Button Pair

Using the Movable Button Tool (Preferred Method)

Using the **Movable Button Tool**, drag the Movable button on top of the Destination button you want to edit. Because you've already given names to the Movable and Destination buttons, you won't be asked again to enter names.

The **Button Actions** dialog will appear. Only the actions that are associated with this Movable-Destination button pair will be displayed. Edit the action list as necessary.



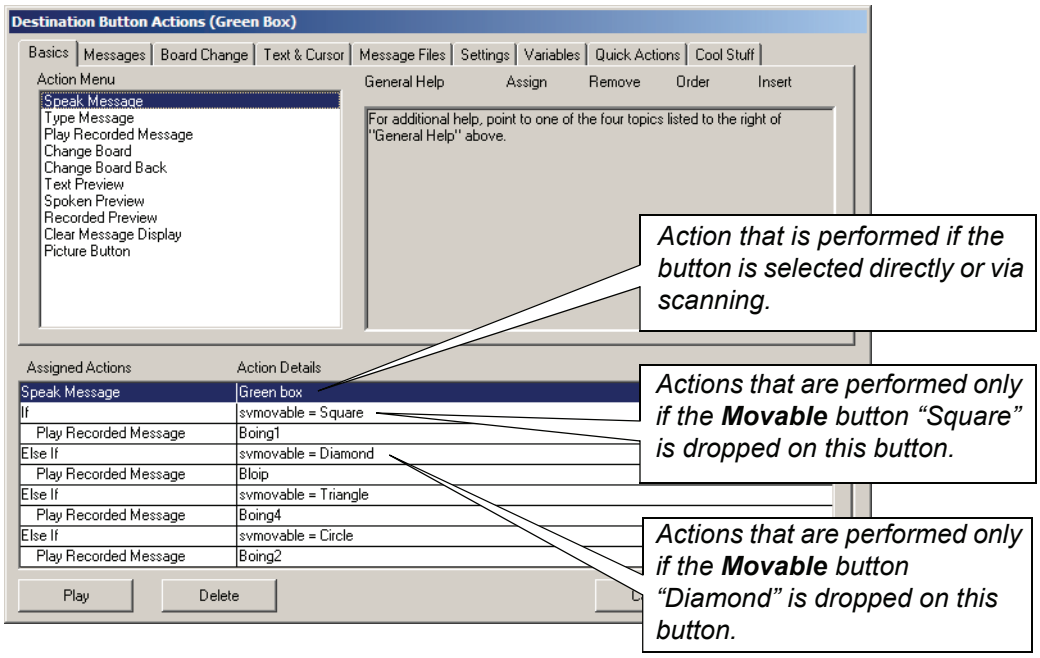
The easiest method to edit the assigned actions for a Movable-Destination pair is to drag and drop the Movable button onto the Destination using the Movable Button Tool.

---------- **OR** ----------

Editing the Destination Button (advanced)

Double-click the Destination button as you would to edit the actions of a normal button.

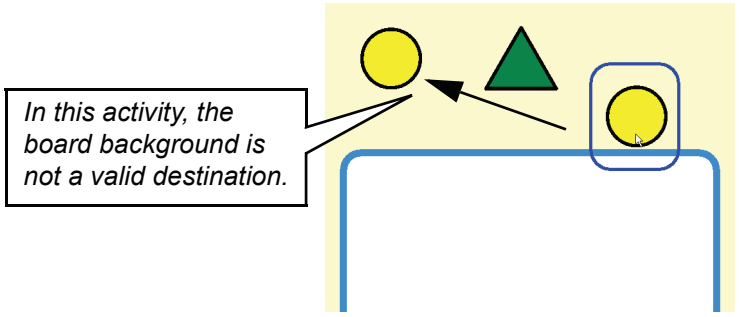
The **Button Actions** dialog will appear. All actions assigned to this button will appear. Edit the actions in the **If** or **Else If** action block with the name of the appropriate movable button.



Note: Refer to the *Chapter 20 - Working with Variables* for more information on conditional **If** blocks.

Setting a Movable Button to "Snap Back"

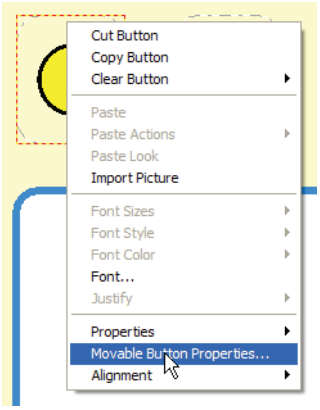
A Movable button can be set to "snap back" to its original position if it is dropped on an invalid destination. (By default, the program would leave the Movable button wherever it was dropped.) This can be useful if you want to create an activity that provides feedback as to correct Movable-Destination pairs.



The background of the board is not a paired destination for the circle Movable button. If this button is dropped on the background, it will snap back to its original position.

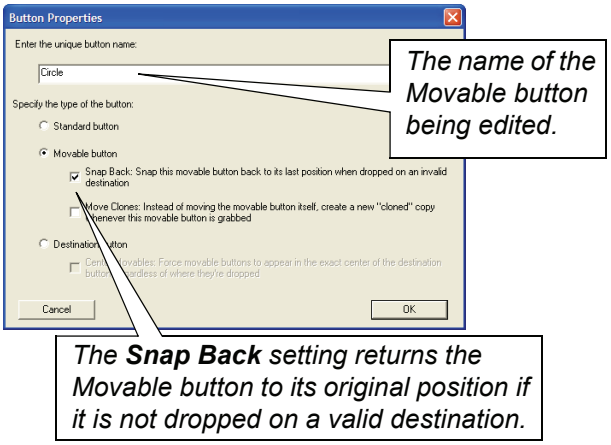
1

Right-click the Movable button which will be assigned the "snap back" property and choose **Movable Button Properties** from the contextual menu. The **Button Properties** dialog will appear.



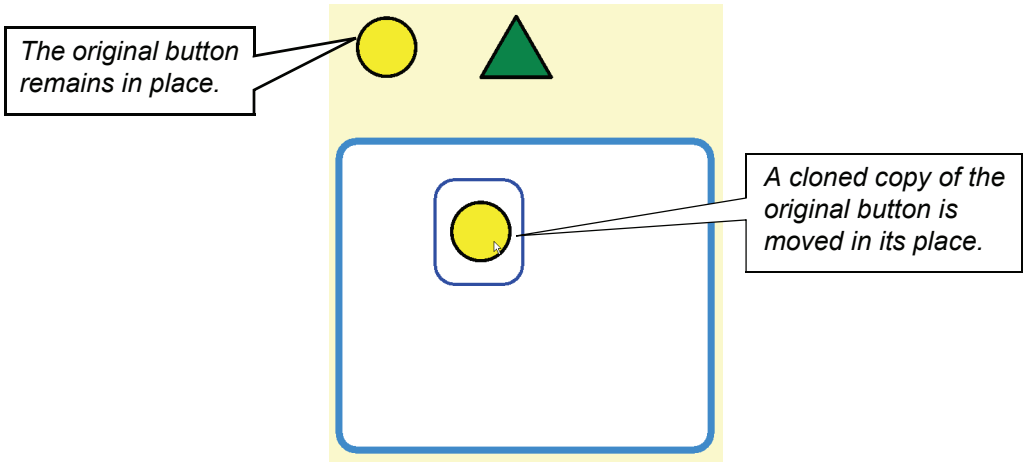
2

Select the **Snap Back** option and click **OK**.



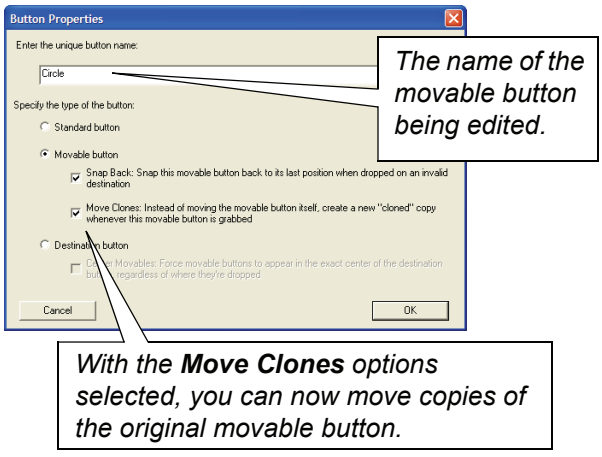
Setting a Movable Button to Clone Itself

A Movable button can be set to clone itself. When such a Movable button is dragged to a new position, the original button will remain in place and an identical copy of the button will be moved. A single Movable button now becomes a source for an unlimited number of cloned Movable buttons. This is especially useful in counting activities.



1 Right-click the Movable button you want to clone, and choose **Movable Button Properties** from the contextual menu. The **Button Properties** dialog will appear.

2 Select the **Move Clones** setting, and click **OK**.

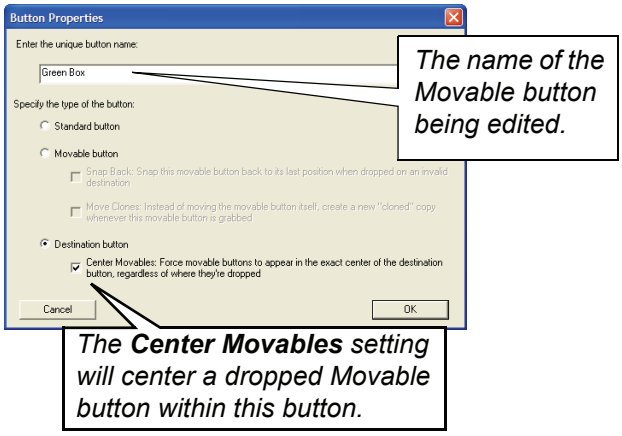


Centering a Dropped Movable Button

A Destination button can be set to automatically center any paired Movable button that is dropped on it. This is a very useful setting if it is important for a Movable button to snap to a specific location, which is determined by the location and size of the paired Destination button.

1 Right-click the Destination button you want to center, and choose **Destination Button Properties** from the contextual menu. The **Buttons Properties** dialog will appear.

2 Select the **Center Movables** option, and click **OK**.



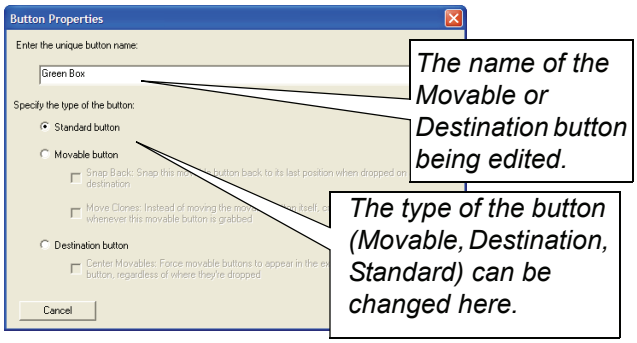
Changing Button Types

Using the **Button Properties** dialog, it is possible to change a Movable button into a Standard or Destination button. Similarly, a Destination button can be changed into a Movable or Standard button.

Note: This is done primarily to turn a Movable or Destination button back into a standard button.

1. Right-click the Movable or Destination button whose type is to be changed and choose **Destination Button Properties** or **Movable Button Properties** from the contextual menu. The **Buttons Properties** dialog will appear.

2. Select the appropriate option, and click **OK**.



Scanning and Movable Buttons

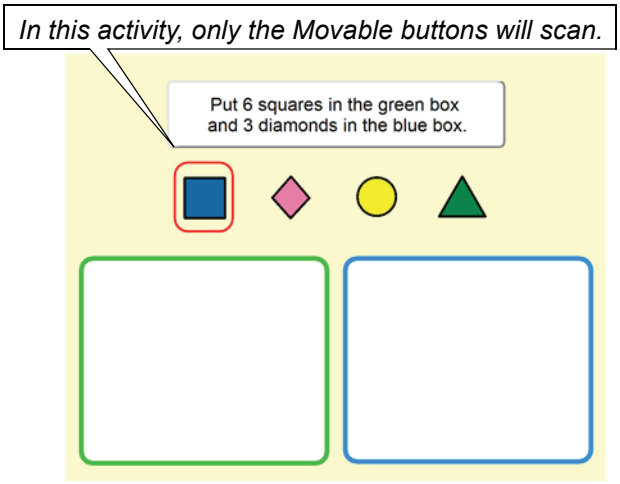
Movable buttons are best used with one of the direct selection access methods. However, Movable buttons can also be used with any of the scanning access methods. Special scanning behaviors were added to the program to allow Movable buttons to function with the various scanning access methods.

1

Select the **Auto Scan** access method (**Dynamic Boards > Access Method**), then place the program in the **Use** mode.

The program will highlight buttons according to normal scanning rules.

Note: Destination buttons will not scan unless they are also assigned actions that are not associated with a specific Movable-Destination button pairing.

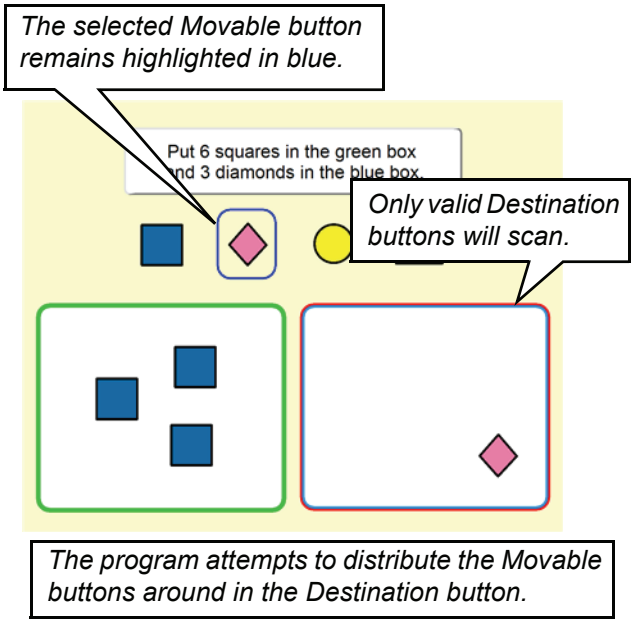


2

Once a Movable button is selected, it will remain highlighted in blue as a reminder that it is selected. The subsequent scanning choices will be limited to only paired Destination buttons.

Selecting one of the Destination buttons will cause the Movable button to glide from its old position into the Destination button.

Note: If a Movable button is accidentally selected, it can be deselected by allowing the scan to loop through the Destination buttons until the loop limit is reached as specified in the Scan Loop Settings (**Dynamic Boards > Access Method > Scanning Options**).



Note: By default, when in a scanning access method, the program attempts to distribute selected Movable buttons within the Destination button to prevent them from being stacked on one another. If appropriate for the activity, use the "centering" Destination button property to have the Movable buttons centered in the Destination button. Refer to the *Centering a Dropped Movable Button* section in this chapter.

Limitations of Movable Buttons with Scanning Access Methods

While Movable buttons can be used with scanning access methods, there are limitations that need to be taken into consideration when designing a Movable button activity for use with a scanning access method.

- If the board background is paired with a Movable button, it will not be highlighted as a valid destination for a selected Movable button. The workaround for this is to make an invisible button on the background that is paired to the Movable button.
- Movable and Destination buttons should not be placed within scanning groups. They will exhibit unexpected scanning behavior if they are part of a scanning group.

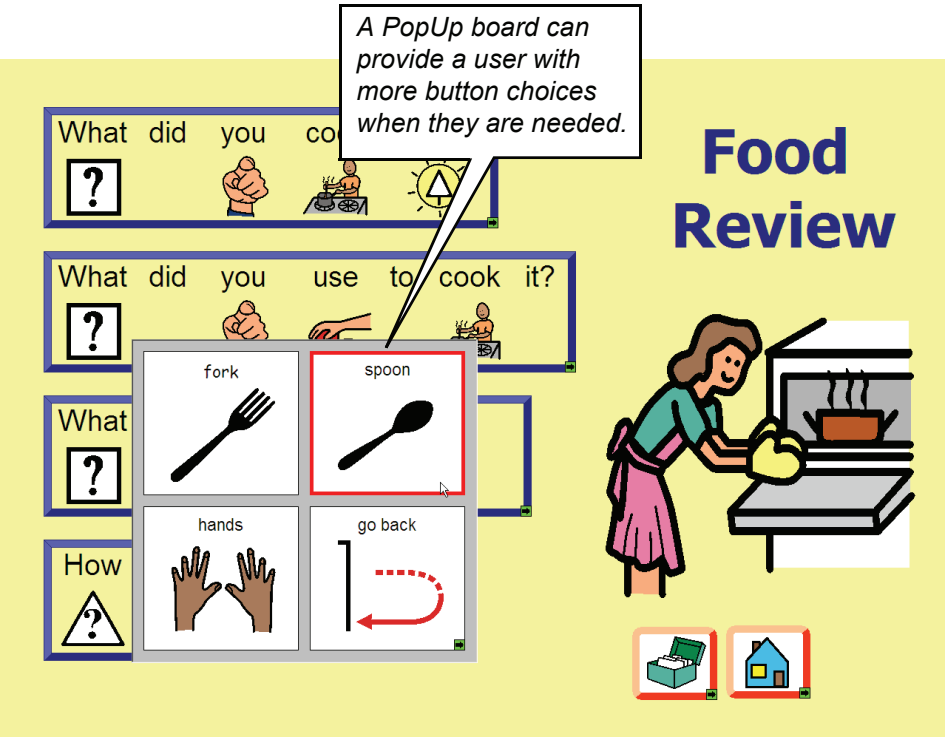
Chapter 17
Working with PopUp Boards

Chapter Overview BM+ SDP

You have the ability to create small communication boards that pop up on top of the current board in use. PopUps allow you to keep the overall appearance of a board very simple while allowing the user access to additional button choices when necessary. PopUps are an excellent way to contextually organize a large quantity of vocabulary that is related to a specific activity.

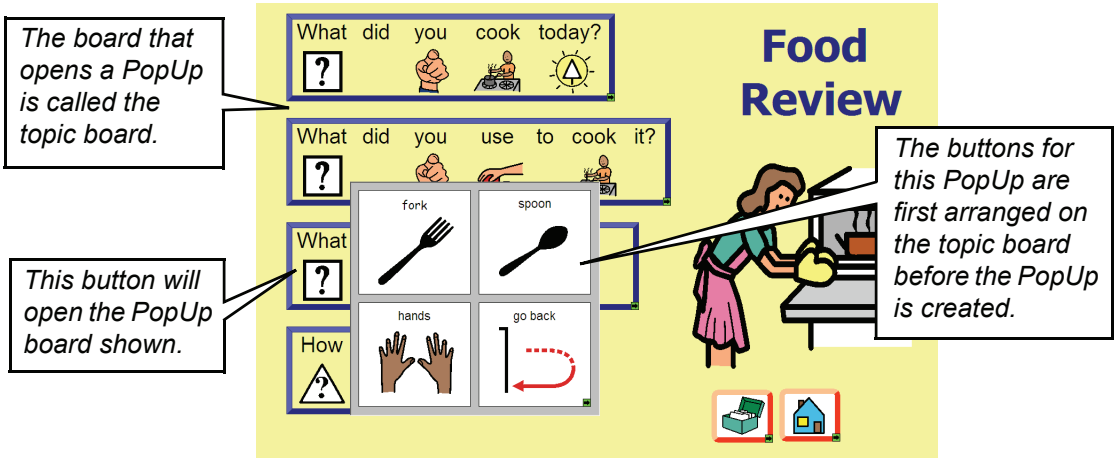
The following topics will be covered:

- Creating a PopUp Board
- Using PopUp Boards with a Message Display



Creating a PopUp Board

To create a PopUp board, lay out the buttons for the PopUp right on the topic board itself. A special command will remove the additional buttons and create a PopUp board sized to exactly fit them.

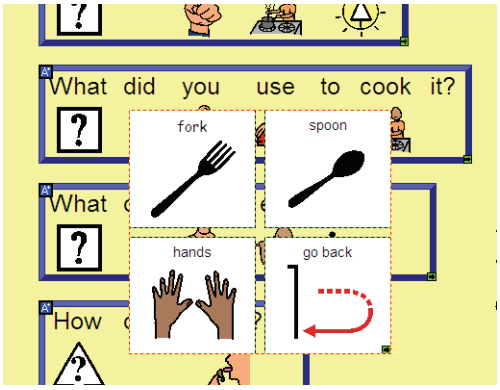


Note: A PopUp board can open another PopUp board, but it should not be used to change to another board (**Board Change** action). The **Change Board Back** action should be used to leave a PopUp board and return to the topic board that called it.

1

Create the buttons that will become the PopUp board in the location where the PopUp board should appear.

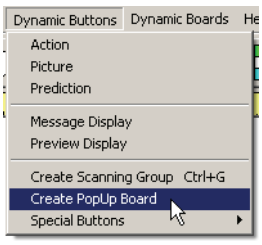
Tip: Create the buttons wherever it is convenient, then use the **Pointer Tool** to move them into final position where the PopUp board should appear.



2

Note: Make sure ALL the buttons created for the PopUp board are selected before proceeding with this step. (Hold down the **Shift** key while clicking on each button.)

Choose **Dynamic Buttons** > **Create PopUp Board**.

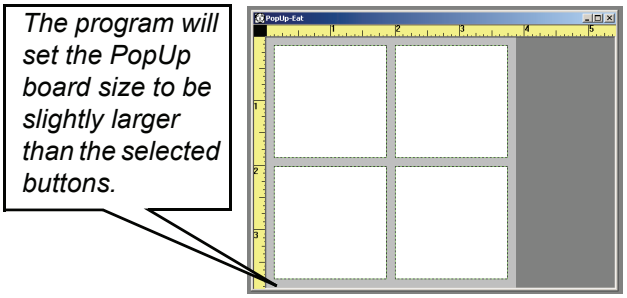


3

The selected buttons are cut from the topic board and pasted into a new board that is sized accordingly.

When the **Save As** dialog appears, type the name for your new PopUp board.

Tip: It will be helpful to give the PopUp board a name that will identify it as a PopUp; for example, "Utensil PopUp", or "PopUp-Utensil". That way, it can quickly be identified for other use as a PopUp on other boards.



4

Once the PopUp board has been created, the appearance of the buttons can be set by choosing the desired color, border, and corner settings.

Add symbols, text, and button actions to the PopUp if that was not done before using the **Create PopUp Board** command.

Note: Be sure to assign at least one button the **Change Board Back Action**, then save the board.

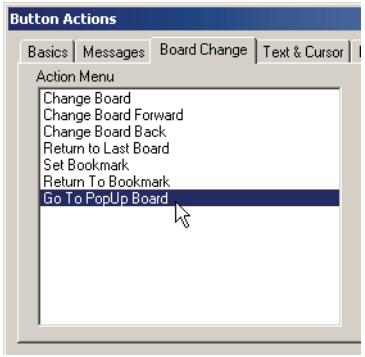
5

Go back to the original topic board.

Double-click the button that will be used to activate your PopUp board.

6

Select **Go To PopUp Board** in the **Actions** list (**Change Board** category).

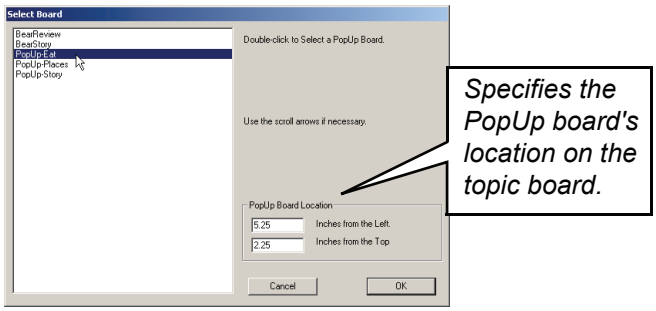


7

The new PopUp board will automatically be selected in the board list. Its location is based on where you originally placed the buttons on the topic board when you used the **Create PopUp Board** command.

Click the **OK** button when finished.

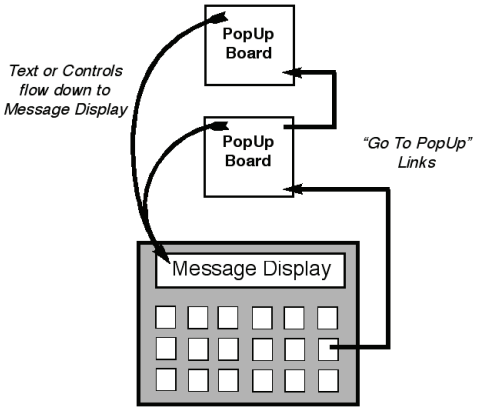
Tip: To reposition the PopUp board later, edit the assigned **Go To PopUp Board** action and adjust the location measurements, which are relative to the upper left corner of the board.



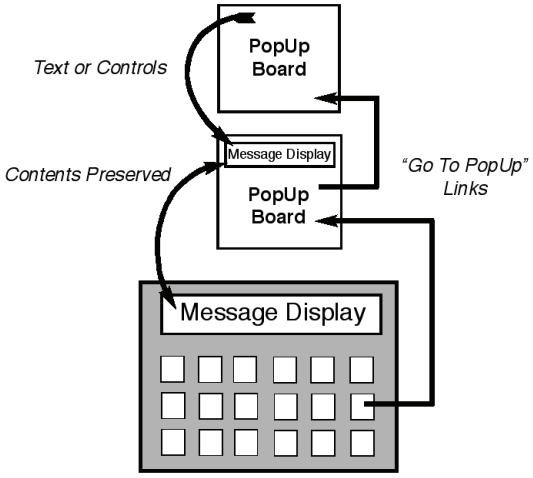
Using PopUp Boards with a Message Display

PopUp boards can be used to place text into or control a Message Display on the topic board or a previous PopUp board. Message Display actions selected on a PopUp board without its own Message Display will flow back down PopUp links until a Message Display is found.

PopUps without Message Displays



PopUps with and without MessageDisplays



Chapter 18
Working with Quick Action Buttons

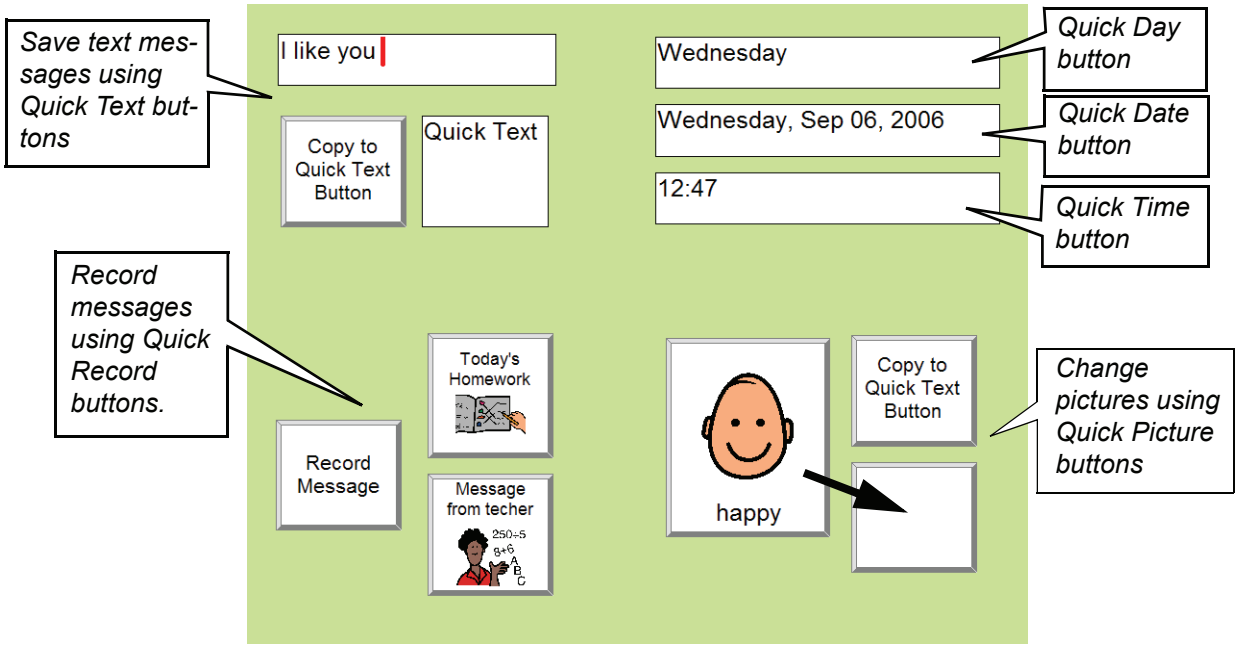
Chapter Overview BM+ SDP

A collection of "Quick" actions are provided to create buttons whose content can be edited while working in the **Use** mode. Quick Text buttons and actions allow a user to compose and save text messages to the face of a button. Quick Picture buttons and actions allow the user to copy a picture from one button to another. Quick Record buttons and actions allow the user to record and save a message to a button. There are also Quick Day, Quick Date, and Quick Time buttons which automatically display the current day, date and time.

These "Quick" buttons and their associated actions provide a means by which the content of a specific board or activity can be quickly updated or personalized as needed, without having to edit the board in the **Design** mode.

The following topics will be covered:

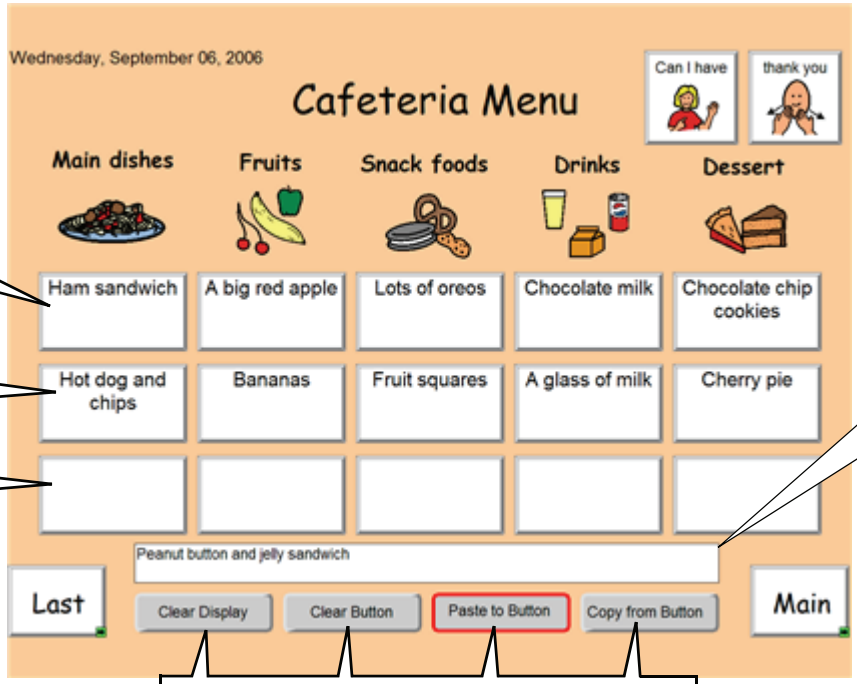
- Working with Quick Text Buttons
- Working with Quick Picture Buttons
- Adding Quick Day, Quick Date, or Quick Time Buttons
- Creating Optional Quick Text Control Buttons
- Working with Quick Record Buttons



Working with Quick Text Buttons

The **Quick Text** actions make it possible to compose and save a message to a button while in the **Use** mode. This can be useful for saving novel messages, schedules, and menus. Quick Text buttons are ideal for individuals who need the content on a board or in an activity to be updated periodically.

Quick Text buttons make it possible to update this daily cafeteria menu.



*The text on these Quick Text buttons can be quickly updated while the program is in the **Use** mode.*

A Message Display is needed to compose the text that will be copied to a Quick Text button.

Special actions allow these buttons to copy text back and forth between the Message Display and a Quick Text button.

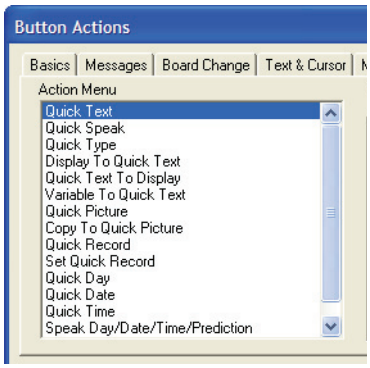
1

Double-click the button that will become a Quick Text button.



2

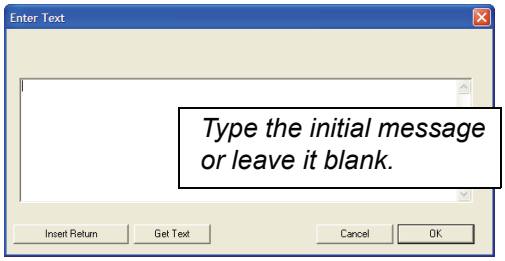
Assign the **Quick Text** action (**Quick Actions** tab). The **Enter Text** dialog will appear.



3

Type an initial message for the **Quick Text** or leave the message blank and it can be filled in later by the user.

Click **OK** when finished.

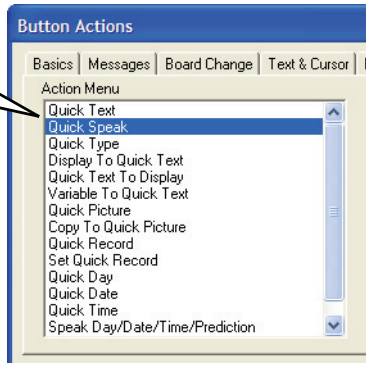


4

Assign the **Quick Speak** and/or the **Quick Type** actions (**Quick Actions** tab) to make the button speak and/or type its message into the Message Display when selected.

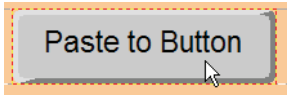
Click **OK** when finished.

*The **Quick Speak** and **Quick Type** actions tell the button how to use its saved message text.*



5

Double-click the button to be used to copy the Message Display text to a Quick Text button. Assign the **Display to Quick Text** action (**Quick Actions** tab), then click the **OK** button.



This button will copy the new message and start the Quick button selection mode.



6

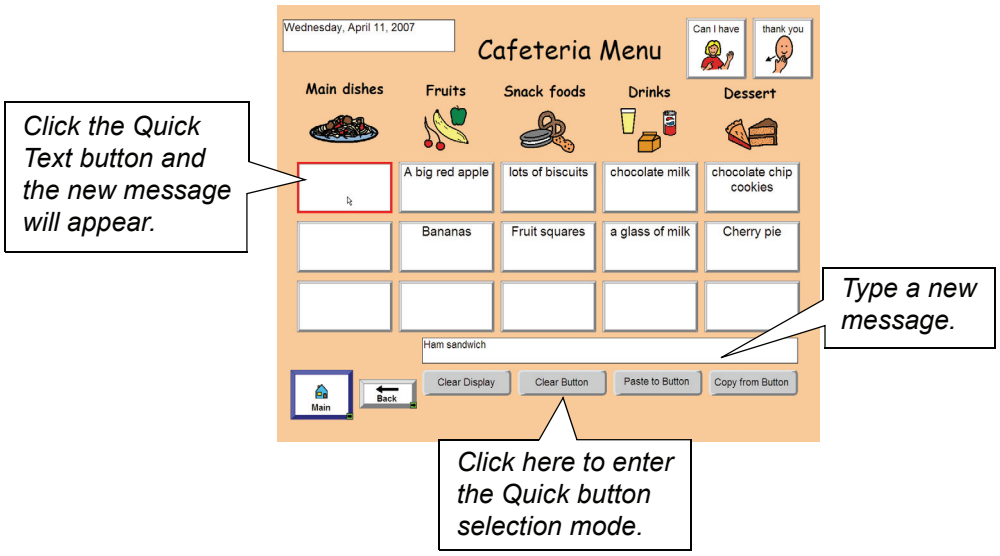
To use a Quick Text button, switch the application to the **Use** mode (**Ctrl** +**U**).

Type a message in the Message Display.

Click the “Paste to Button” button. The cursor will change to a pointing finger, indicating the application is in the Quick button selection mode.

Click on a Quick Text button. The new message text will appear on the face of the button. Any existing text will be replaced.

Click the Quick Text button to hear it speak the message.



Note: The font and font appearance of Quick Text buttons can be set by using the contextual menu or by choosing the appropriate command from the **Text** menu.

Creating Optional Quick Text Control Buttons

Buttons with additional Quick Text actions can provide the user with control over the content of the Quick Text buttons.

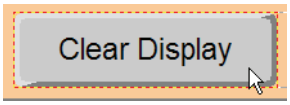
1

Clearing the Message Display

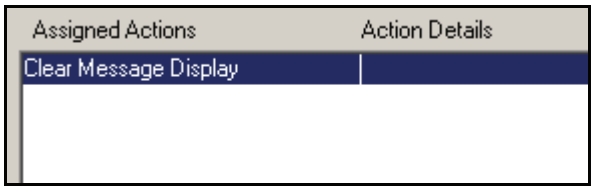
Double-click the button to be used to clear the Message Display.

Assign the **Clear Message Display** action (**Messages** tab), then click the **OK** button.

In the **Use** mode, click on this button to clear the Message Display so you can type a new message.



This button clears the Message Display.



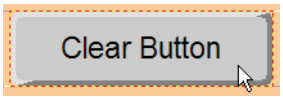
2

Clearing a Quick Text Button

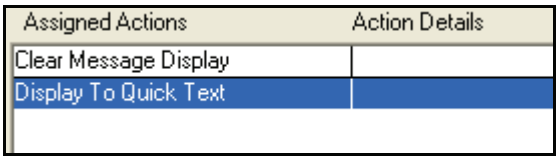
Double-click the button to be used to clear a Quick Text button.

Assign the **Clear Message Display** action (**Messages** tab) and the **Display to Quick Text** action (**Quick Actions** tab), then click the **OK** button.

In the **Use** mode, click on this button, then click on a Quick Text button to clear its contents.



This button clears a Quick Text button.



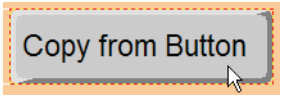
3

Copying text from a Quick Text button to the Message Display

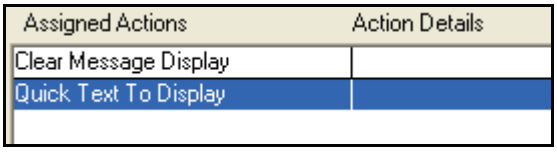
Double-click the button to be used to copy the text from a Quick Text button to the Message Display.

Assign the **Clear Message Display** action (**Messages** tab) and the **Quick Text to Display** action (**Quick Actions** tab), then click the **OK** button.

In the **Use** mode, click on this button, then click on a Quick Text button whose text will be copied to the Message Display.

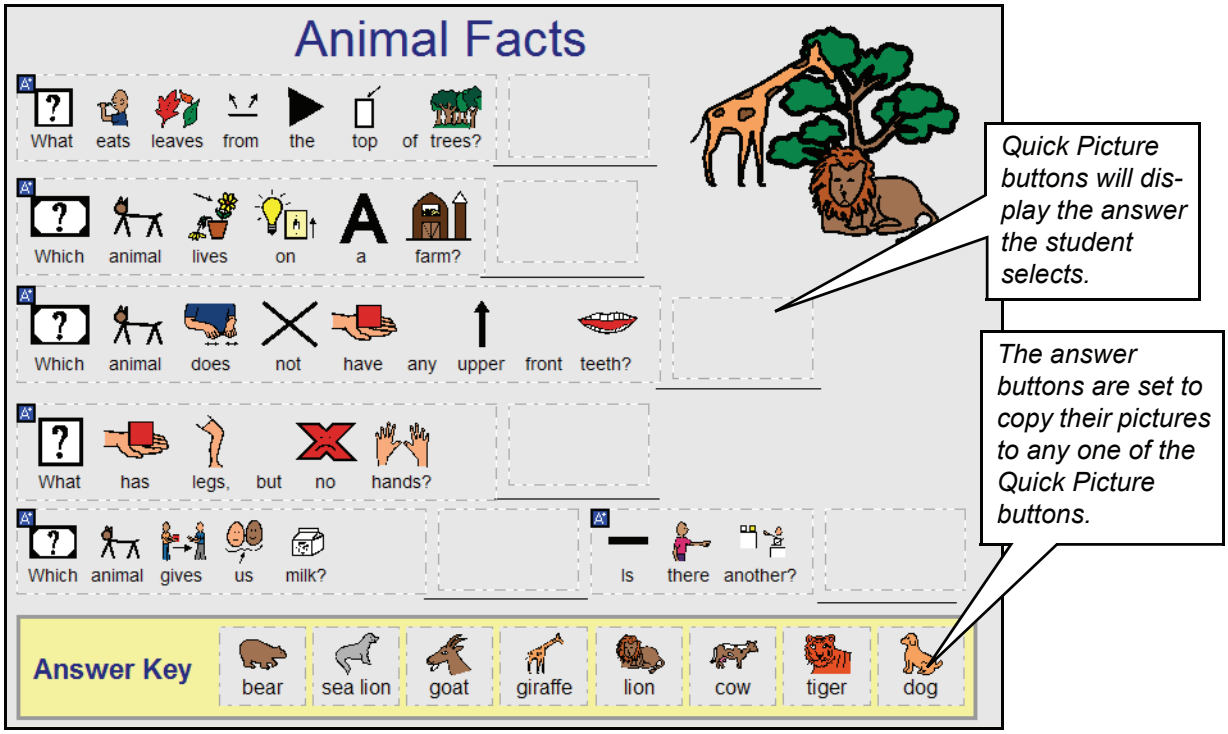


This button will copy the text from a Quick Text button into the Message Display where it can be edited, printed, or spoken.



Working with Quick Picture Buttons

The **Quick Picture** action makes it possible to change the picture on the face of a button while working with the board in the **Use** mode. This is extremely useful for creating interactive activities, quizzes and games.



Quick Picture buttons make it possible to create "fill in the blank" activities like this one.

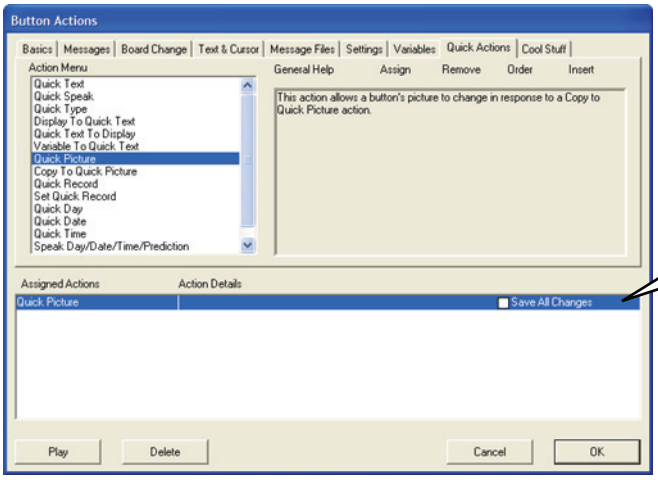
Note: The **Set Button Picture** action can also change the picture on a button while in the **Use** mode.

1 Double-click the button that will become a Quick Picture button.



2

Assign the **Quick Picture** action (**Quick Actions** tab), then click **OK**.



*Check the **Save All Changes** box to save any Quick Picture change made to this button. Otherwise, the changes will be temporary.*

Note: By default, Quick Picture changes are not saved on the board. To save any changes, select the **Save All Changes** box in the **Action Details** list for this action. If you will be using an activity over again and wish to have the same starting point, do not select the **Save All Changes** option.

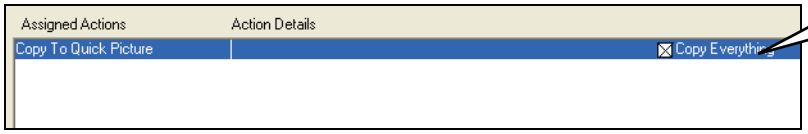
3

Double-click the button whose picture will get copied to a Quick Picture button.



4

Assign the **Copy to Quick Picture** action (**Quick Actions** tab), then click the **OK** button.



*Check the **Copy Everything** box to copy everything on the button face to the selected Quick Picture button.*

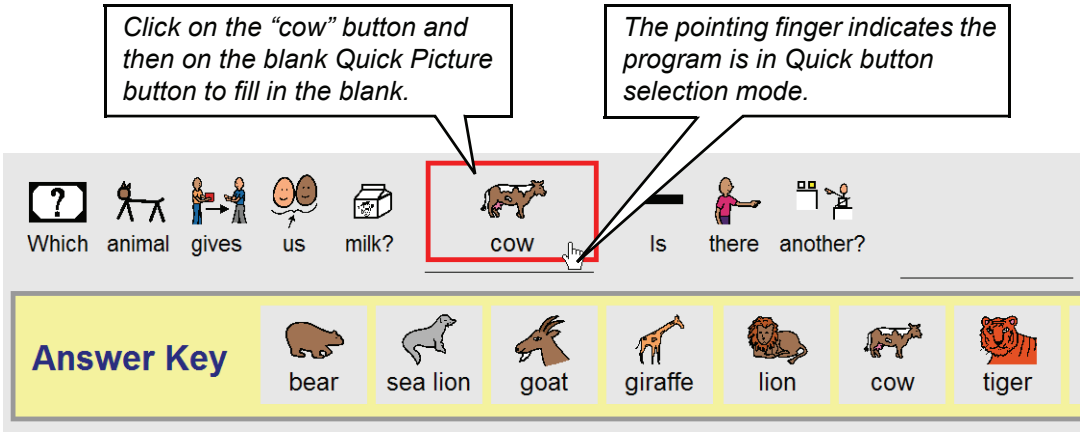
Note: By default, only the picture closest to the top-left corner of the button (if there are multiple pictures) will be copied to a Quick Picture button. To copy the entire content of the button (pictures, text, and lines), select the **Copy Everything** option in the **Action Details** list for this action.

5

To use a Quick Picture button, put the application in the **Use** mode (**Ctrl +U**).

Select any button assigned the C**opy to Quick Picture** action. The cursor will change to a pointing finger, indicating the application is in the Quick button selection mode.

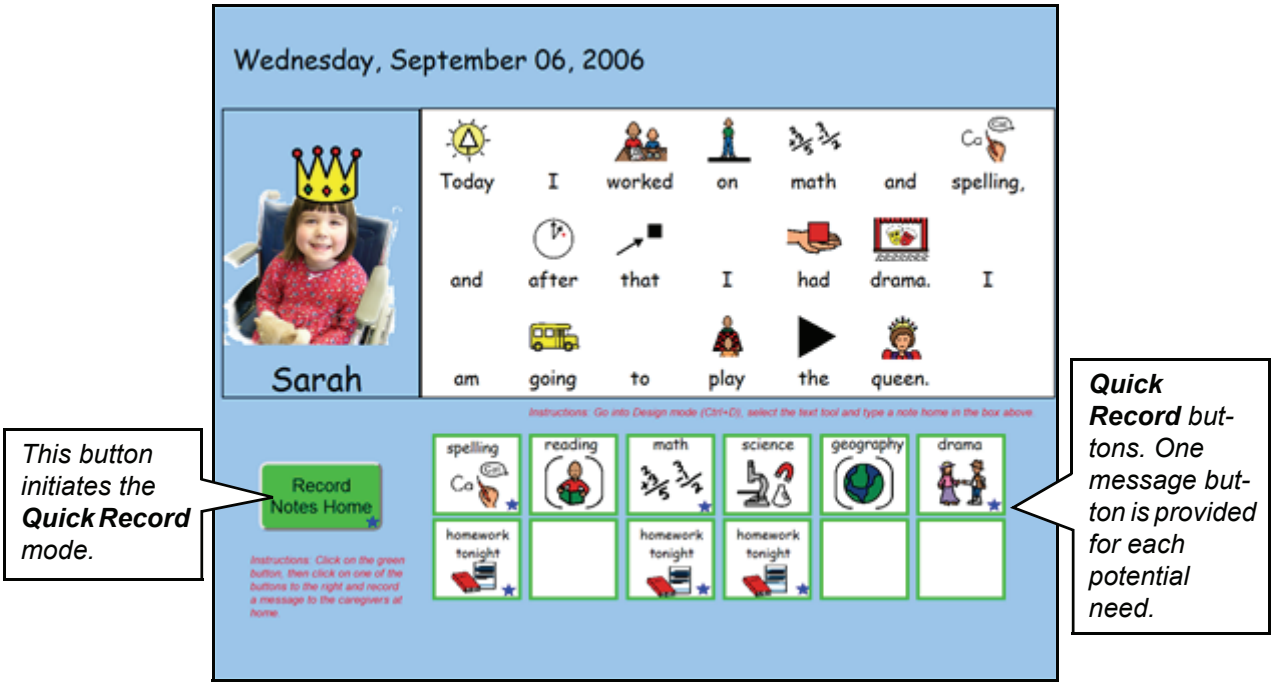
Click on any **Quick Picture** button.



Note: After selecting a button with the **Copy to Quick Picture** action, selecting any button other than a Quick Picture button will cancel the Quick button selection mode.

Working with Quick Record Buttons

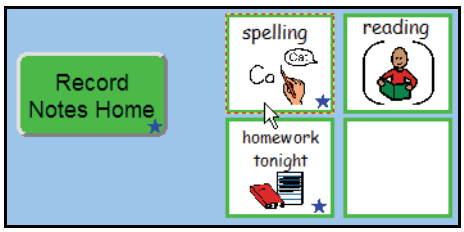
The **Quick Record** action makes it possible to record and save a message on a button while in the **Use** mode. This can be useful for recording novel messages, sending audio notes to or from home/school, or in creating articulation activities.



***Quick Record** buttons make it possible to create activities in which messages can be quickly recorded and saved while in the **Use** mode.*

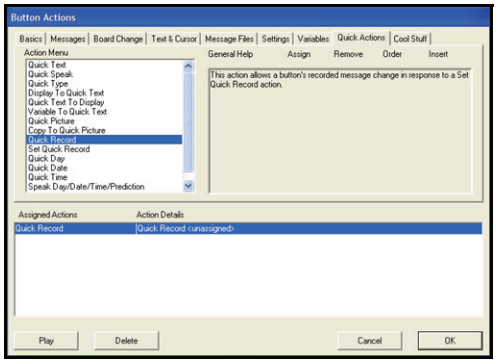
Note: Quick Record requires partner assistance to be fully accessible. Be careful when using Quick Record buttons on boards designed for individuals using scanning access. Consider removing these buttons from the scanning sequence (refer to the *Using the Sequence Tool* in *Chapter 22*). Buttons removed from the scanning sequence can still access Quick Record buttons by enabling the **Allow Direct Selection When Possible** option in the **Scanning Options** dialog (**Dynamic Boards >Access Method > Scanning Options…**).

1 Double-click the button that will become a Quick Record button.



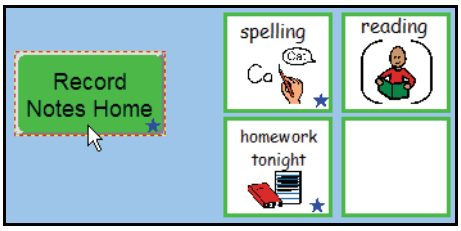
2

Assign the **Quick Record** action (**Quick Actions** tab), then click **OK**.



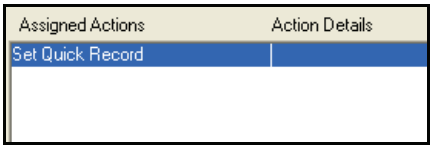
3

Double-click the button that will be used to initiate the **Quick Record** mode.



4

Assign the **Set Quick Record** action (**Quick Actions** tab), then click **OK**.



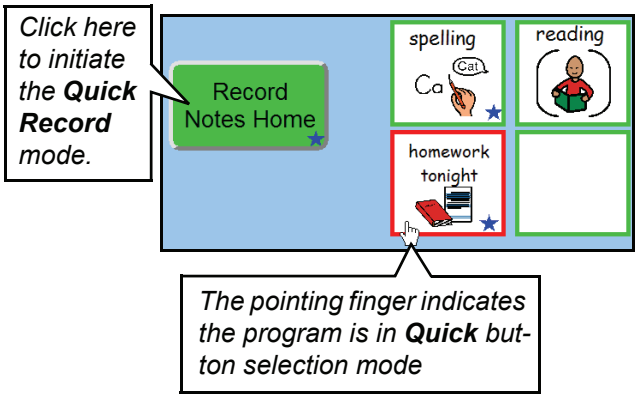
5

To use a Quick Record button, put the application in the **Use** mode (**Ctrl +U**).

Select the **Record Notes Home** button. The cursor will change to a pointing finger, indicating the application is in the **Quick** button selection mode.

Click on any Quick Record button. The **Record Sound** dialog will appear.

Note: After selecting a button with the **Set Quick Record** action, selecting any button other than a Quick Record button will cancel the **Quick** button selection mode.

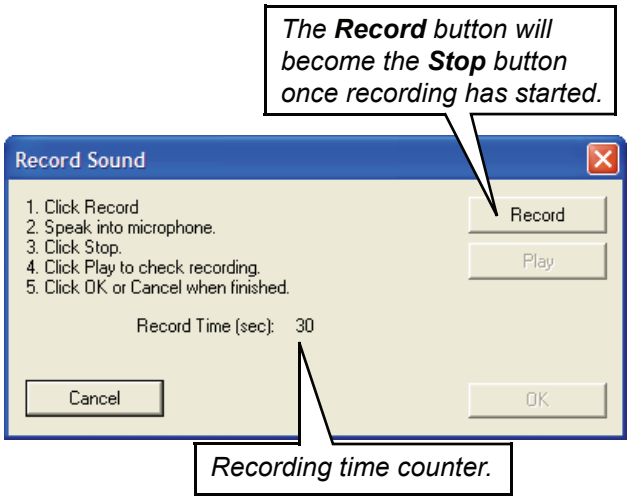


6

Click the **Record** button to begin recording the message. Click the **Stop** button (toggled **Record** button) when finished recording. Click the **Play** button to hear the recorded message.

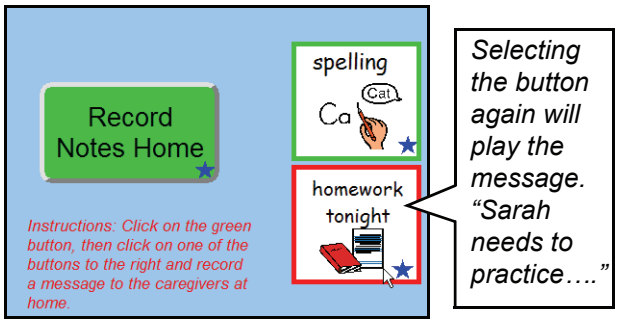
Click the **OK** button to close the dialog and save the recorded message.

Note: The **Record Sound** dialog is not accessible via scanning selection. To prevent an individual using scanning access from being unable to cancel out of this dialog, it has been modified so that it will automatically close after 15 seconds if a recording has not been initiated.



7

After saving a Quick Record message, selecting the button again will play the message that was just recorded.



Adding Quick Day, Quick Date, or Quick Time Buttons

The program provides button actions that will display the current day, date, or time on the face of a button. Two additional button actions allow these buttons to speak or send their contents to a Message Display.

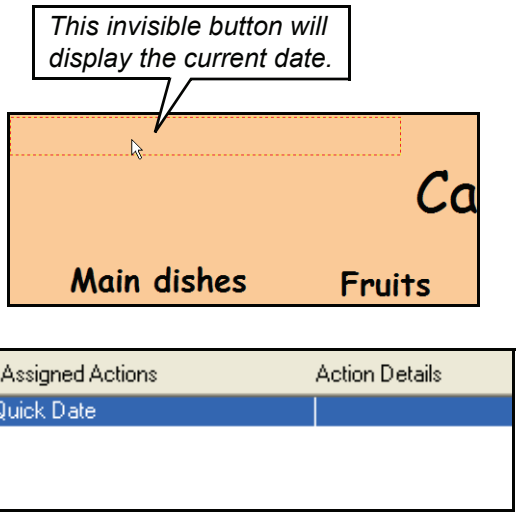
Note: Your computer must be set for the correct date and time. This can be changed using the **Windows Date/Time** control panel.

1

Double-click the button that will be used to display the current day, date, or time.

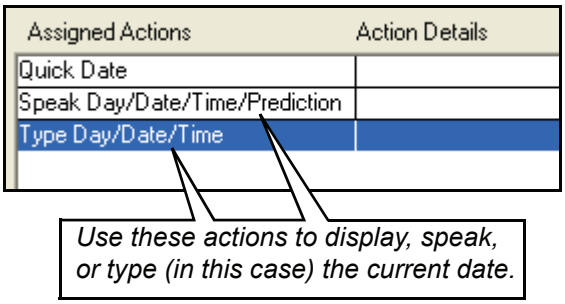
Assign the **Quick Day**, **Quick Date** or **Quick Time** action (**Quick Actions** tab) as appropriate.

Note: To change the display format of the date or time, click the **Customize** button in the **Regional and Language Options Windows** control panel (**Regional Options** tab.)



2

Assign the **Speak Day/Date/Time/Prediction** and/or **Type Day/Date/Time** actions (**Quick Actions** tab) to make the button speak and/or type its contents in to the Message Display.



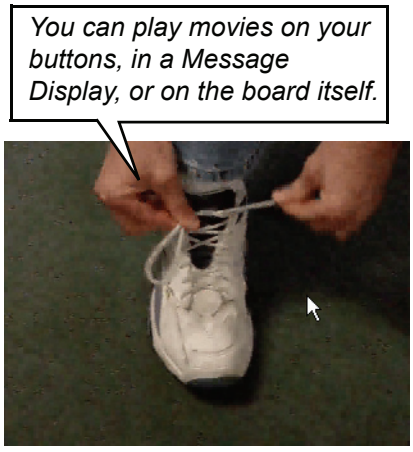
Chapter 19
Other Useful Program Features

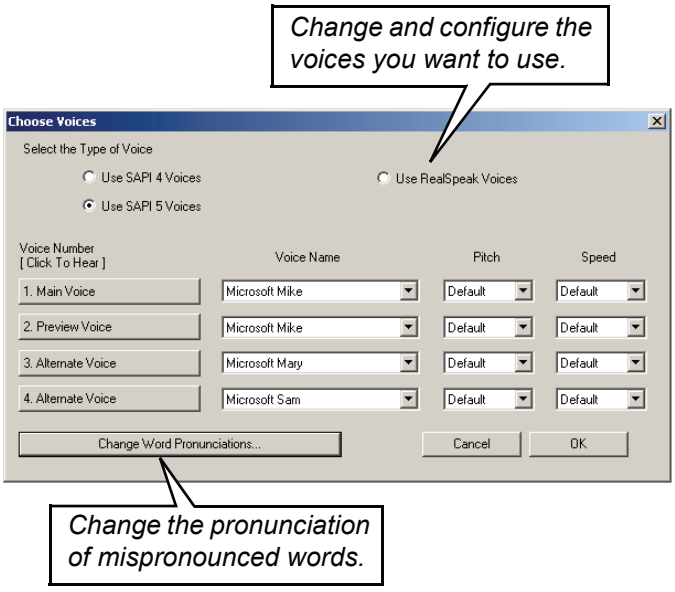
Chapter Overview BM+ SDP

This chapter provides instructions and information on a variety of very useful program features. Some of the most common "how to" questions about the program are answered and explained in this chapter.

The following sections will be covered:

- Launching Programs
- Playing Movies
- Voice and Sound Volume
- Changing the Pronunciation of Words
- Greeting
- Saving a Board's Action List
- Printing Interactive Boards
- Random Action
- Selecting and Changing Voices
- Setting a Private Audible Cue
- Password
- Display Menus or Title Bars
- Usage Counts





Launching Programs

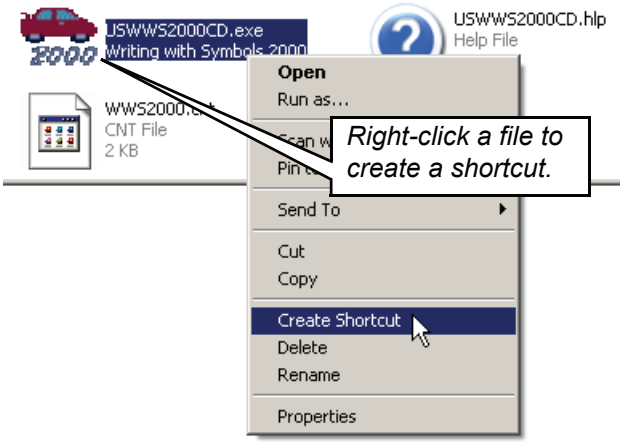
Programs, documents, or files can be launched from a board by linking a button to a shortcut for the program or file. You should create an alias of theprogram or file you want and move it to the **SDP Externals** folder before you assign the **Launch Program**action to a button.

1

Creating a Shortcut

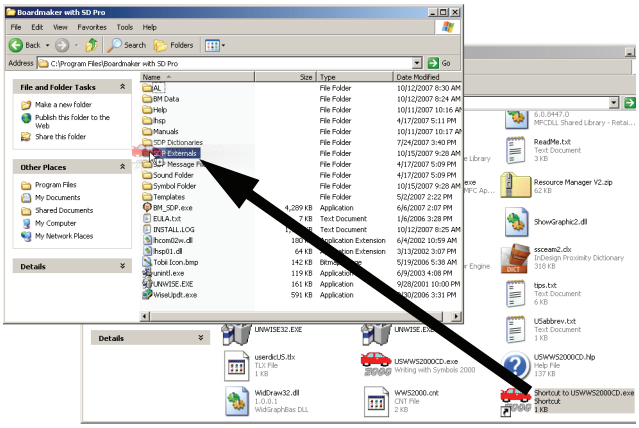
Locate the program you want to launch in **Windows Explorer** (or using **My Computer**).

Right-click on the desired program or file icon and select **Create Shortcut** from the pop-up menu.



2

Drag (or copy) the shortcut you created into the **SDP Externals** folder. This folder can usually be found along the following path: **C:\Program Files\Boardmaker with SD Pro\SDP Externals**.



3

Linking a Button to the Shortcut

Create a button that will be used to launch the application or file and assign it the **Launch Application** action (**Cool Stuff** tab).

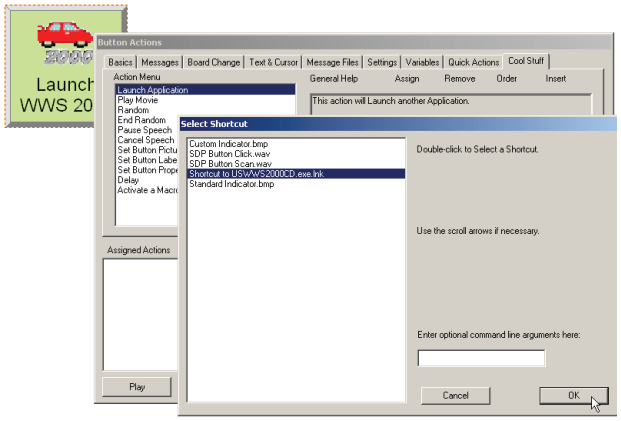


This button will launch the Calcu-Scan program.

4

In the dialog box that appears, select the shortcut you created and click on **OK**. Close the **Button Actions** dialog when you finish editing it.

Note: Only shortcuts placed in the **SDP Externals** folder can be selected.



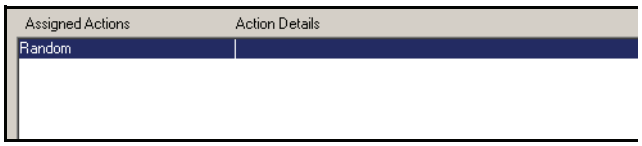
Random Action

You have the ability to create buttons that can perform a random action from their list of assigned actions. This allows you to create a button that might randomly select a response from a list of greetings or randomly select a name, number, or color.

1

The following is an example of creating a button that will speak students' names at random.

Create a button and assign it the **Random** action (**Cool Stuff** tab).

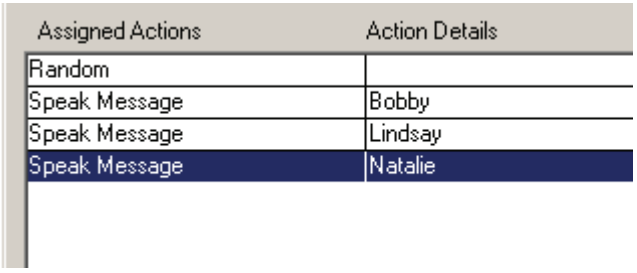


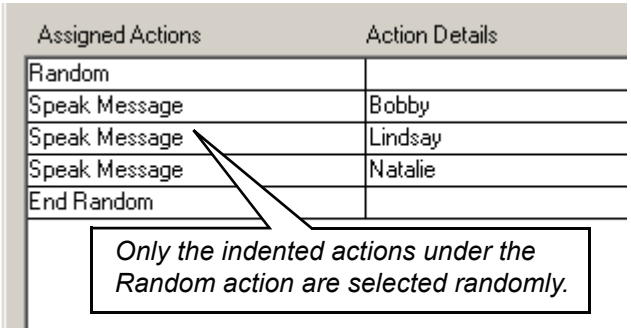
2

Assign a series of **Speak Message** (or other) actions, each given a different student's name.

When the program is in the **Use** mode, the button will randomly speak one of the student's names each time it is clicked.

Note: If you want a button to perform another action after a **Random** action, e.g., a board change, assign the **End Random** action (**Cool Stuff** tab) then assign the other desired action.





Playing Movies

You have the ability to play a movie from a button. The movie can play on the face of the button, in the Message Display, or it can fill the entire board.

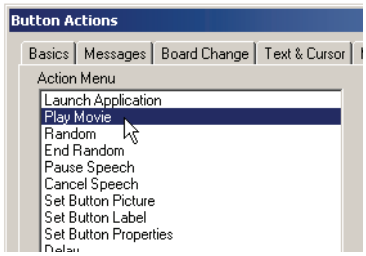
The program supports movies in the .avi, .mpg, and .wmv formats.

Note: There are many variations of all the formats. Certain variations will require the installation of additional encoding software.

1

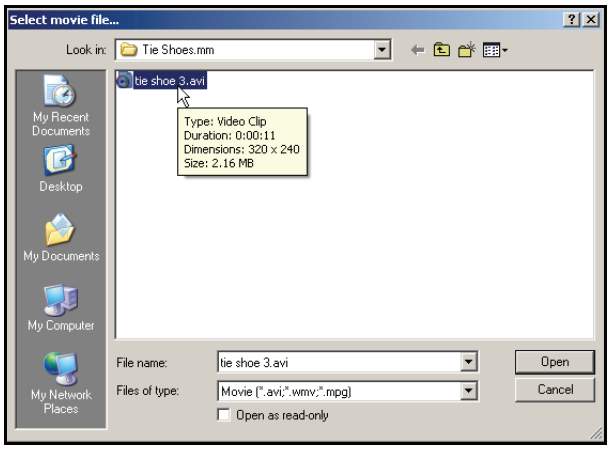
Double-click the button that you want to use to play a movie.

Click the **Play Movie** action in the **Cool Stuff** tab.

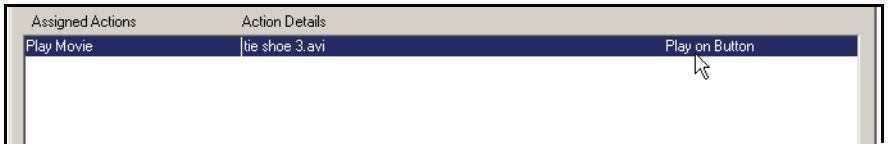


2

Locate and open a saved movie.



3



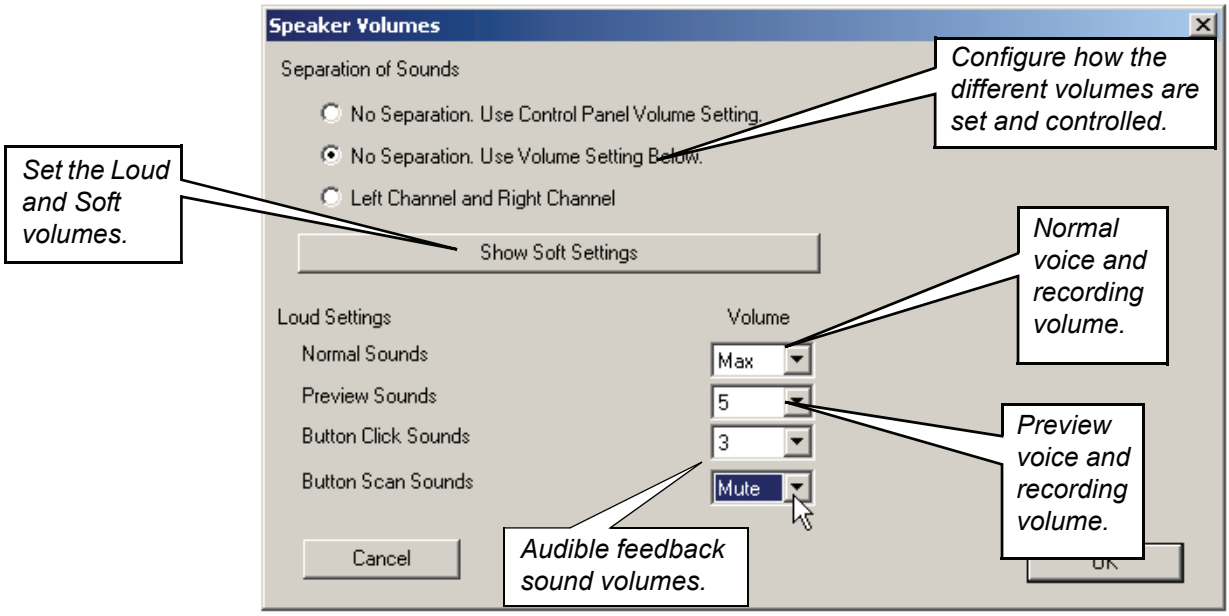
The **Play Movie** action and the name of the selected movie will appear in the **Assigned Actions** list.

By default, the movie is set to play on the face of the button. Clicking where it says **Play on Button** will change where the movie is played. You have the following three options:

- **Play on Button** - Plays the movie on the face of the button.
- **Play on Message Display** - Plays the movie in the board's Message Display.
- **Play on Board** - Plays the movie on the board.

Voice and Sound Volume

The various types of sounds (voices, recordings, feedback sounds) in the program can be configured with different volume levels or turned off entirely. To set the volume levels, choose **Dynamic Boards > Speaker Volumes**.



Separation of Sounds

These three options let you choose how the program volume levels will be controlled.

- **No Separation**. **Use Control Panel Volume Setting** - All volume levels are set by the Windows **Sounds** control panel.
- **No Separation**. **Use Volume Settings Below** - Allows you to set volume levels for each of the different types of sounds (pictured above).
- **Left Channel and Right Channel** - Allows you to set independent volume levels for the right and left speakers for each of the different types of sounds. This is used to set up a private audible cue. Please see the next section for details.

Loud and Soft Volume Settings

You can set the individual volume levels for two different volume sets, Soft or Loud. Click the **Show Soft Settings** button to change the volume levels for that set. The user can change between the Soft or Loud volume sets by clicking on buttons assigned the **Use Loud Settings** and **Use Soft Settings** actions (**Settings** tab).

Turning Off Audible Cues

If you would like to turn off any spoken or recorded previews that are assigned to your boards, select **Mute** as the **Preview Sounds** volume level. Any **Spoken Preview** or **Recorded Preview** action assigned to a button will be ignored, rather than just playing the sound and muting the volume.

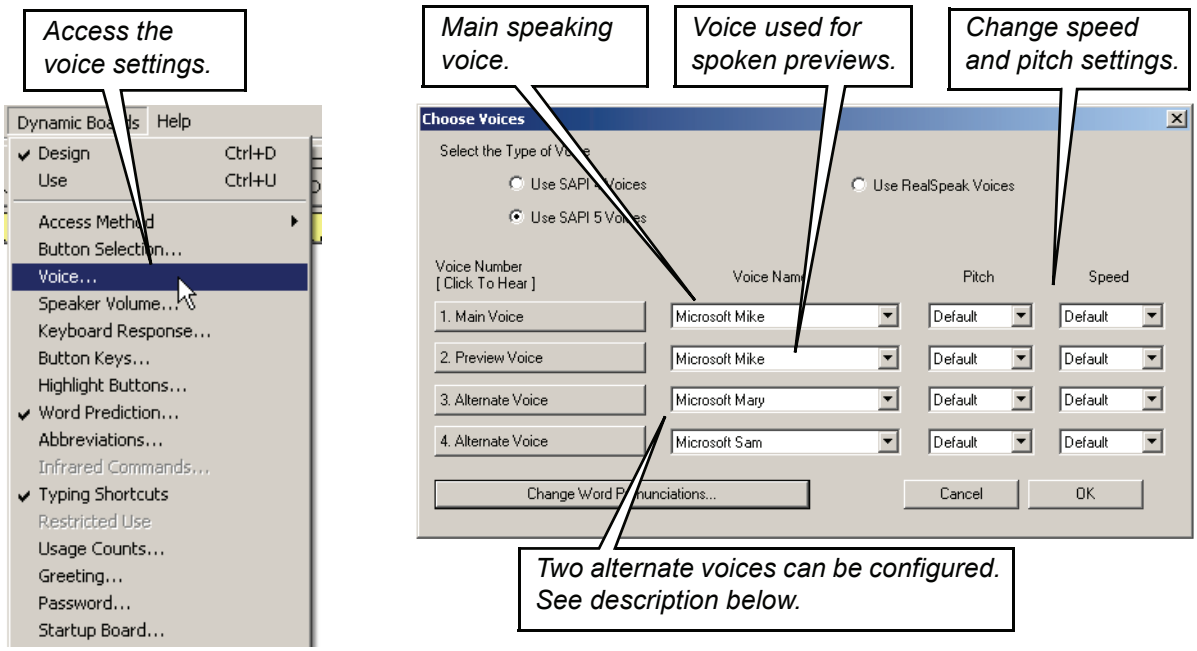
Selecting and Changing Voices

Speaking Dynamically Pro comes with the English Microsoft SAPI voices and the Nuance RealSpeak™ voices in the appropriate language (installed with the localized SDP files). You can also use other software-based SAPI 4.0 and SAPI 5.1 compliant voices.

Boardmaker Plus comes with only the English Microsoft SAPI voices. You can also use other software-based SAPI 4.0 and SAPI 5.1compliant voices.

You can change the voice settings by selecting **Voice** in the **Dynamic Boards** menu. At the top of the window, you can choose to use either the Nuance RealSpeak™ or the SAPI 4 voices or SAPI 5 voices. You will have different voices and voice settings in each speech engine.

Note: The Nuance RealSpeak™ voices are female only. US English is the only language that includes a male voice. Nuance RealSpeak™ voices for other languages can be purchased separately. Contact your local Mayer-Johnson reseller for more information.



Switching Voices from a Button

You can make your buttons switch between any of the four voices by using one of the **Use Voice** actions (**Settings** tab of the **Button Actions** dialog).

Assigned Actions	Action Details
Use Voice 1	
Speak Message	This is voice 1.
Use Voice 4	
Speak Message	This is voice 4.

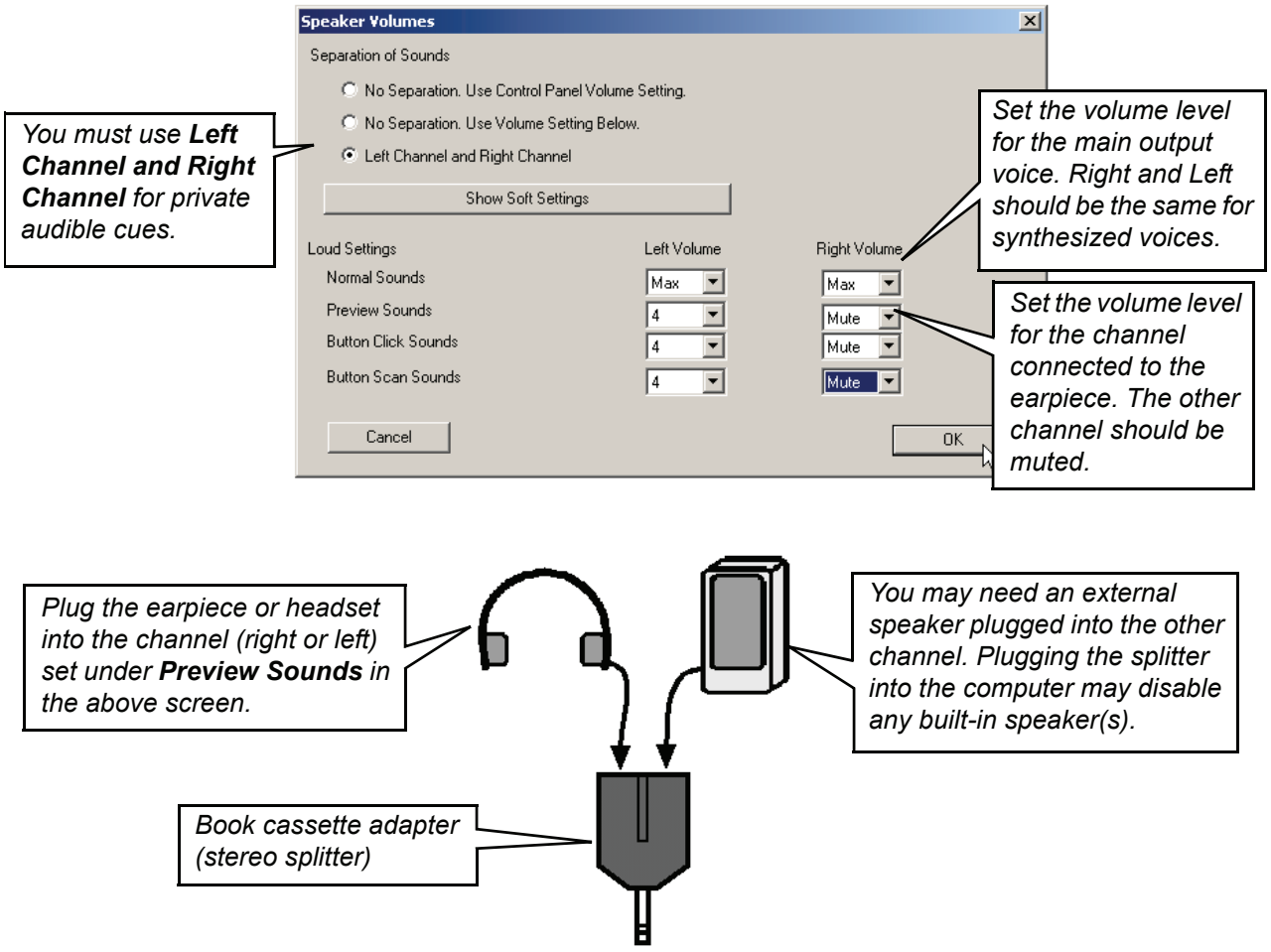
Note: These actions should only be used on a fast computer due to the potential delay resulting from a voice change.

Setting a Private Audible Cue

You can configure the program to provide a user with private audible cues through an earpiece or headset. To do this, you must use the **Recorded Preview** action (in the **Basics** tab) and will need to purchase a stereo splitter jack into which you will plug an earpiece and an external speaker. The splitter jack will send the right channel sounds to the earpiece and the left channel sounds to the external speaker, or vice versa.

By using the **Left Channel and Right Channel** setting in the **Speaker Volumes** window (**Dynamic Boards** > **Speaker Volume**), a **Recorded Preview** can be configured to play through one channel (right or left) but not the other (see the picture below). You will want to set an appropriate preview volume level for the channel you have the earpiece plugged into and mute the volume for the other channel.

Note: The synthesized voices cannot be set to play out of only one channel (right or left). They will always play through both channels.



Note: If you will be using a mono earpiece, you will need a stereo to mono adapter between the earpiece and the splitter.

Changing the Pronunciation of Words

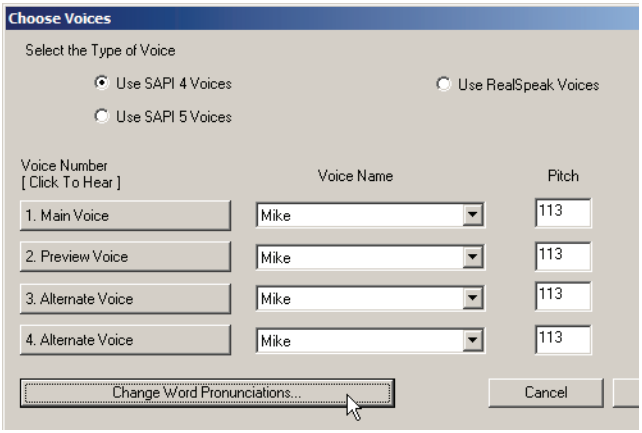
The synthesized voices will not always say words correctly, especially in the case of certain proper names and foreign-derived words. Alternate phonetic spellings for words can be saved to correct pronunciation problems for all available voices.

1

Choose **Dynamic Boards > Voice**. The **Choose Voices** dialog appears.

Click the **Change Word Pronunciations** button.

Note: Make sure the voice you need to edit is selected as the **Main Voice**.

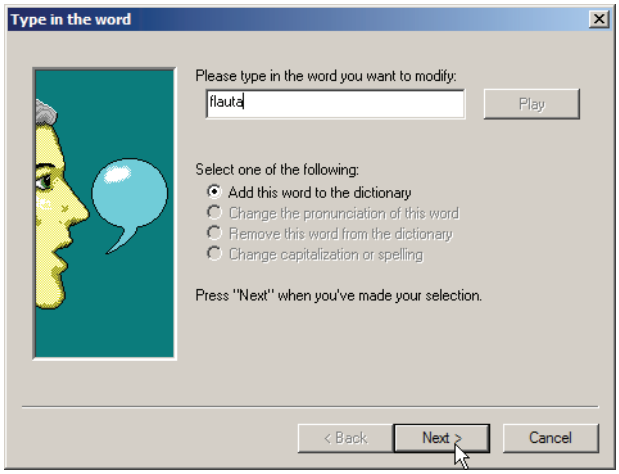


2

Type the word that needs its pronunciation changed.

Click the **Play** button to hear the current pronunciation.

Note: The screens shown in this example are for the SAPI voices. The pronunciation screens for the RealSpeak voices will look different, but function in a similar fashion.



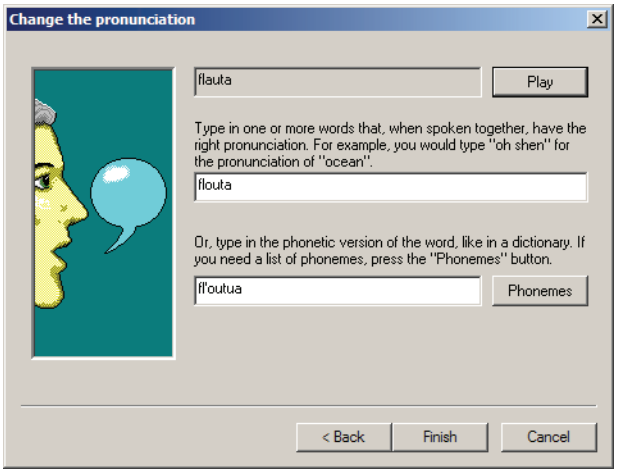
3

Click in the empty box in the middle of the screen. Type a phonetic spelling for the word. As you type each letter you will hear the progress of the new pronunciation.

Click **Play** again if you need to hear the new pronunciation.

Click **Finish** when you are satisfied with the new pronunciation.

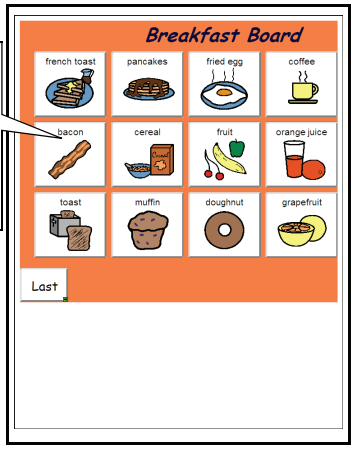
Note: If you click the **Phonemes** button, you must enter language specific phonemes.



Printing Interactive Boards

Typically, interactive boards are designed to fill the computer screen, which will make the board too large to print on a single piece of paper. To get around this problem, choose **File > Print Board on Single Page**. The application will automatically scale the board to fit on the piece of paper according to the current printer page settings. Refer to *Setting the Correct Paper and Board Size* in *Chapter 1* for help with the printer page settings.

*If you use the **Print** command, the board will print on multiple pieces of paper.*





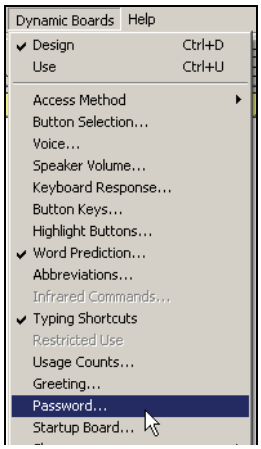
*Use the **Print Board on Single Page** command to scale the board to fit the selected paper.*

Note: Typically, interactive boards should be set to print in landscape mode rather than portrait mode as depicted above. Refer to the *Setting the Correct Paper and Board Size* in *Chapter 1* to learn how to set a board to print in landscape mode.

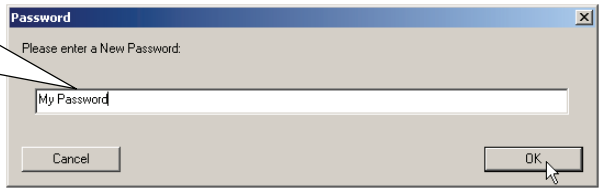
Password

A password can be set to prevent curious users from accessing the program's **Design** mode. The password will be required when entering the **Design** mode only if the program is launched by double-clicking the board. Choose **Dynamic Boards > Password**.

Note: To turn off the Password function, choose **Dynamic Boards > Password**. Leaving the new password field blank, click on the **OK** button. Click **OK**.

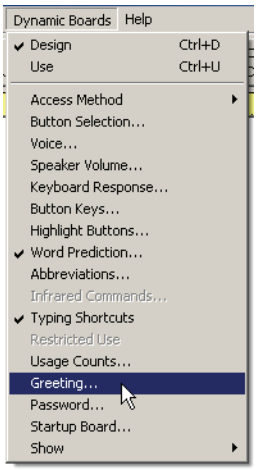


*The **Design** mode is password protected only when the application is opened in **Use** mode.*

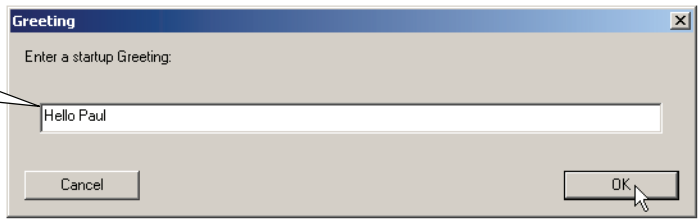


Greeting

When the program starts, it can play a greeting message. Choose **Dynamic Boards > Greeting** to type in the greeting text. Click OK to save the greeting.



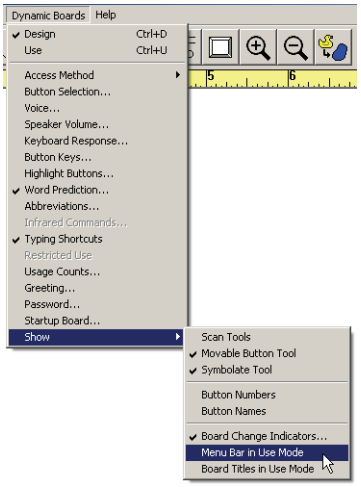
Enter your greeting here.



Display Menus or Title Bars

By default, the program is set to hide both the menu bar and the board's title bar when in **Use** mode. Either of them can be turned on.

Choose **Dynamic Boards > Show** and then choose **Menu Bar in Use Mode** or **Board Title in Use Mode** from the submenu.



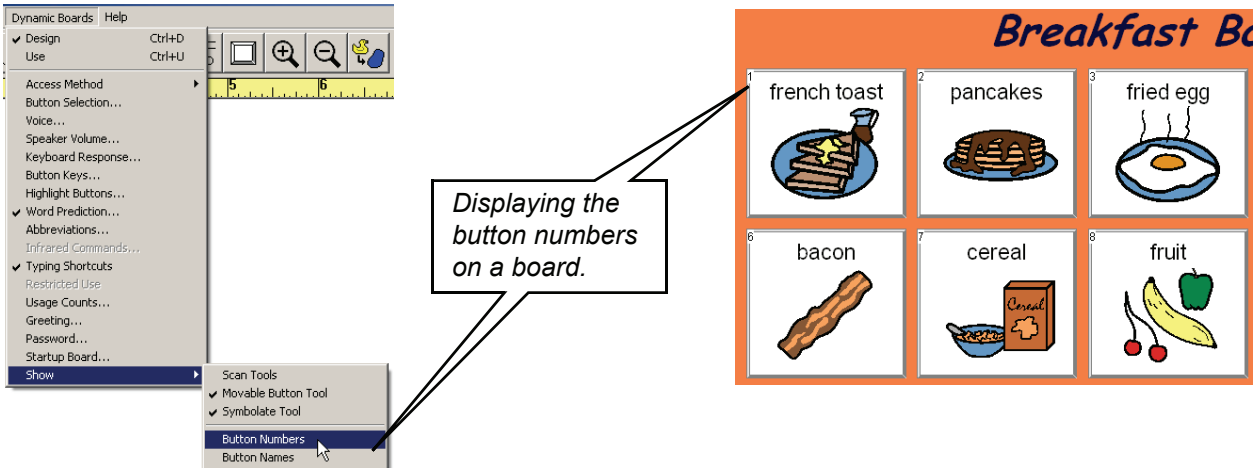
Note: When you change the display options of the menu or title bar, the boards will automatically scale themselves to fit the available screen space.

Saving a Board's Action List

For the purpose of training or as a form of paper backup, a list of all the actions assigned to the buttons on a board can be saved to a text file, then printed. Each button on a board is assigned a specific number which is used to organize the action list file. The button numbers can be displayed on-screen and/or printed to match the action list.

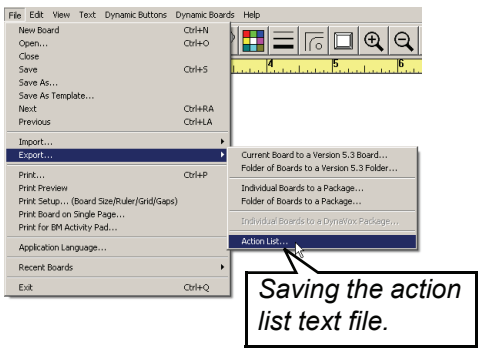
Displaying Button Numbers

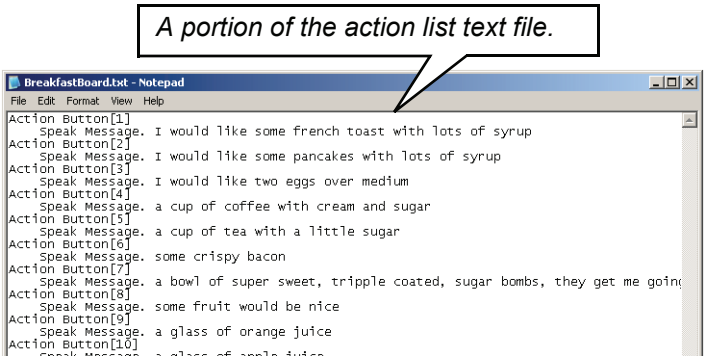
Choose **Dynamic Boards > Show > Button Numbers**.



Saving the Action List

Choose **File > Export > Action List**.

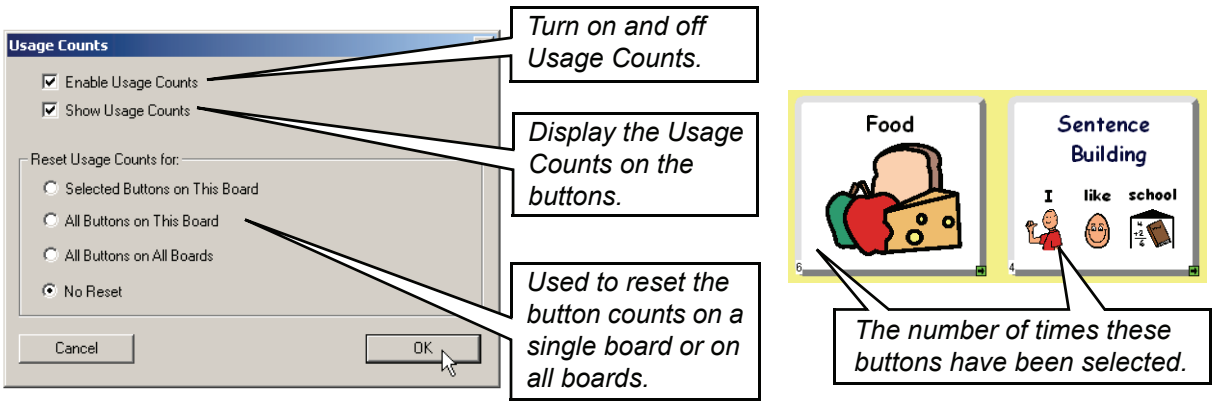




Usage Counts

Choose **Dynamic Boards > Usage Counts** to display the **Usage Counts** dialog and to keep track of the number of times each button on a board was selected by the user. Recording the button usage can help track how a user is actually using each board.

Note: Usage counts will not be saved until the action from the **Board Change** category occurs. No usage counts will be recorded by simply putting a board in the **Use** mode, using the board and then returnig to the **Design** mode.



Note: The usage counts will not get reset until the **OK** button is clicked.

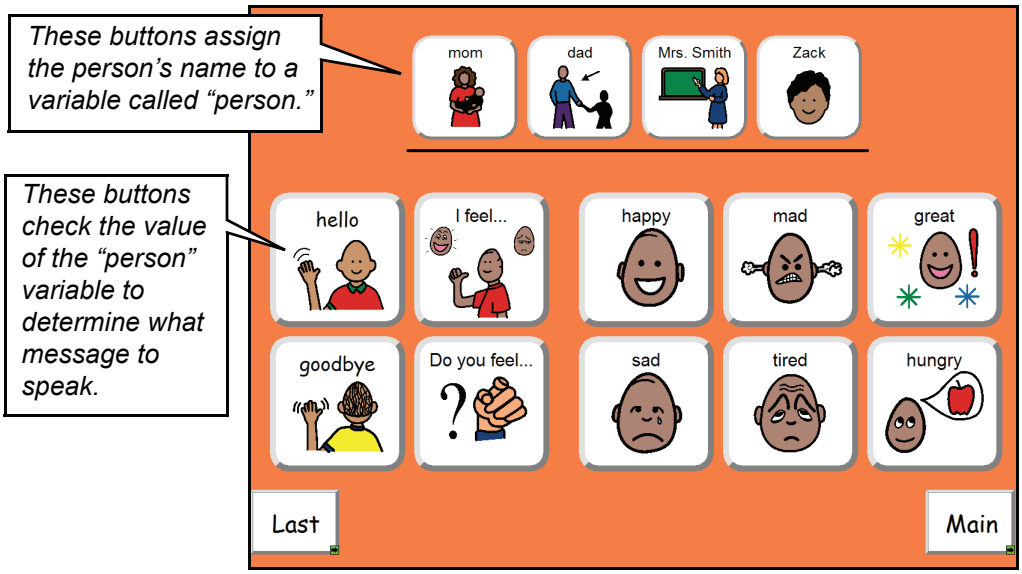
Chapter 20
Working with Variables

Chapter Overview BM+ SDP

The **Variables** category of button actions gives you the ability to create buttons that will respond differently based upon previous button selections. These actions are based on the use of variables and "if, then, else" logic, i.e., "if" a condition is met (a certain button is selected), "then" a particular action is performed (when another button is selected), "else" a different action is performed. With these conditional actions, you can create smart buttons that can provide personalized responses, perform verb tensing, and a range of other custom behaviors.

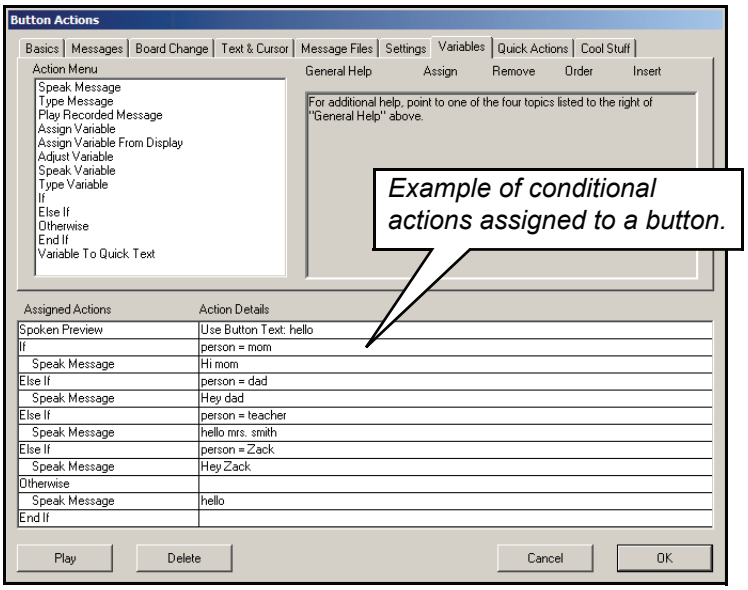
The following topics will be covered:

- Variables Button Actions
- Assigning Variables and Values
- Testing Variables and Assigning Conditional Actions



Variables Button Actions

The **Variables** tab of button actions provides actions that can make your buttons respond conditionally. A list of the **Variables** actions is given below.



- **Assign Variable** - Assigns a variable value to a button, i.e., Person = “mom.”
- **Assign Variable From Display** - Assigns the contents of the Message Display to a variable.
- **Adjust Variable** - Adjusts a numerical variable by an amount, or adjusts a string (or word) by appending additional characters.
- **Speak Variable** - Speaks the value of a variable.
- **Type Variable** - Sends the value of a variable to the Message Display.
- **If** - Performs a conditional test on a variable to check for a specific value, i.e., does Person = “mom”? If the condition is true, actions assigned after the **If** action will be performed.
- **Else If** - Used in conjunction with the **If** action. This action is used to check a variable for alternate values, i.e., if Person NOT = “mom,” then does Person = “Dad”? If this condition is true, actions assigned after the **Else If** action will be performed.
- **Otherwise** - Used to provide a default action if all conditional tests are false, i.e., Person NOT = “mom” or “Dad.” Actions assigned after the **Otherwise** action will be performed.
- **End If** - Used to end a block of actions that are performed after an **If**, **Else If,** or **Otherwise** action.
- **Variable To Quick Text** - Saves the value of a variable on a Quick Text button.

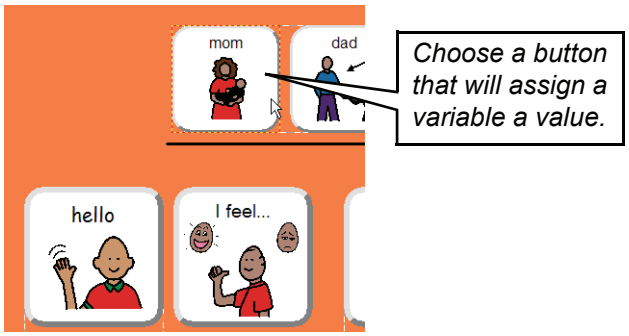
Assigning Variables and Values

Having a button or buttons assign a value to a variable is the first step in creating a board with conditional button responses. Once a button assigns a value to a given variable (i.e., the user selects that button) other buttons can then test that variable for a specific value and perform actions accordingly.

1

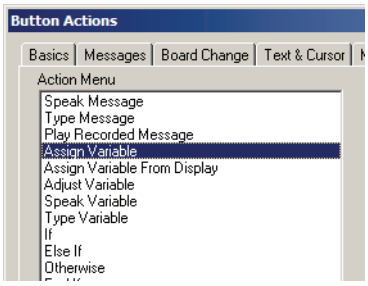
Double-click a button that will be used to set the value of a variable.

In this example, the name of the conversation partner depicted on the button is assigned to a variable.



2

Assign the **Assign Variable** action (**Variables** tab) to the button.

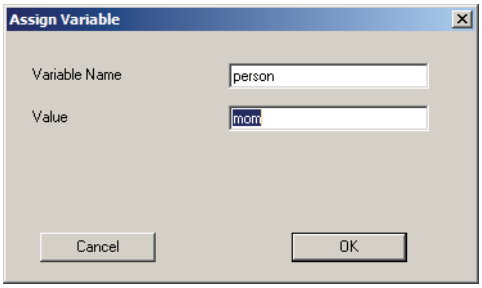


3

Type a variable name and a value for that variable.

In this example the name of the person depicted on the button is assigned to the variable "person."

Click **OK** when finished.



Testing Variables and Assigning Conditional Actions

Having created at least one button that assigns a value to a specific variable, the **If** action can be used to check the value of the variable and conditionally perform an action or a block of actions. The **Else If** and **Otherwise** actions can also be used to check a variable for additional values and to define default actions when all **If** variable tests are false.

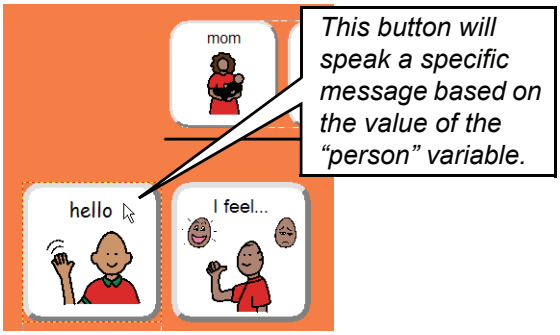
.

1

The "If" Action

Double-click on a button that will test a variable and conditionally perform an action.

In this example, the variable "person" will be tested to determine if a specific message will be spoken.

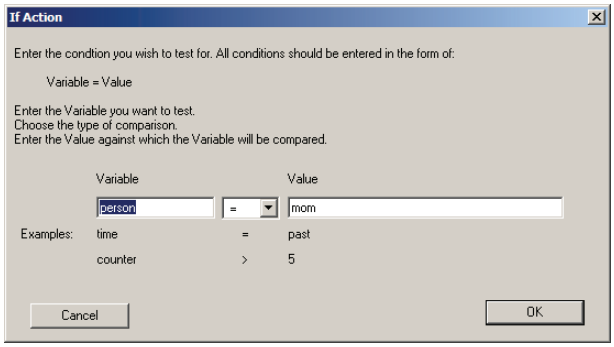


2

Type the name of the variable to test and the value being tested for, then click **OK** when finished.

In this example, the variable "person" is being tested for the value of "mom".

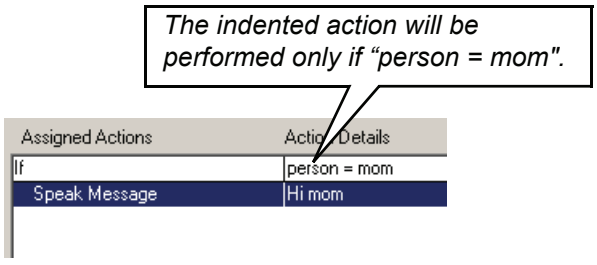
Note: Variable/value comparison is not limited to just the "=" option. Other comparison options such as "not =" are available in the drop-down menu.



3

Assign the action or actions that will get performed when the **If** variable test is true.

Note: Actions that follow an **If** action will automatically be indented to help visually organize the actions.

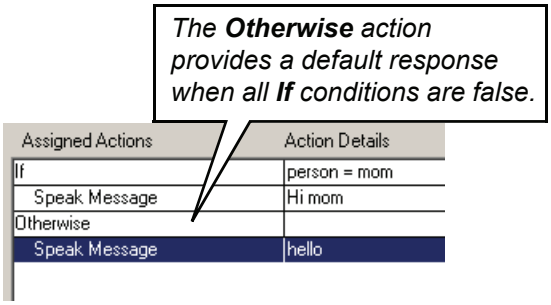


The "Otherwise" Action

The **Otherwise** action is used to provide a default response when all the **If** and **Else If** conditional tests are false.

4 Assign the **Otherwise** action (**Variables** tab) to the button, then assign the default action or actions to be performed.

Note: The **Otherwise** action must follow an **If** action and can not be used by itself.



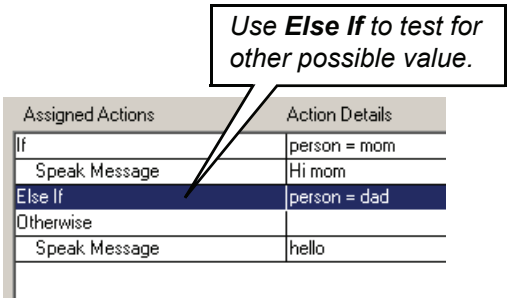
The "Else If" Action

Use the **Else If** action to test a variable for other possible values.

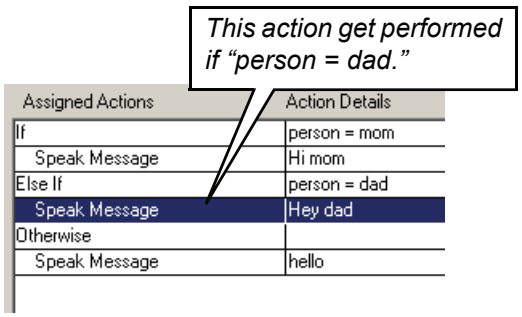
5 Click the last action to be performed in the **If** conditional block and then assign the **Else If** action (**Variables** tab) to the button.

Enter the name of the variable to test and the next value to be tested for, then click **OK** when finished.

Note: The **Else If** action must follow an **If** action and can not be used by itself.



6 Assign the action or actions to be performed if the **Else If** conditional test is true.



7

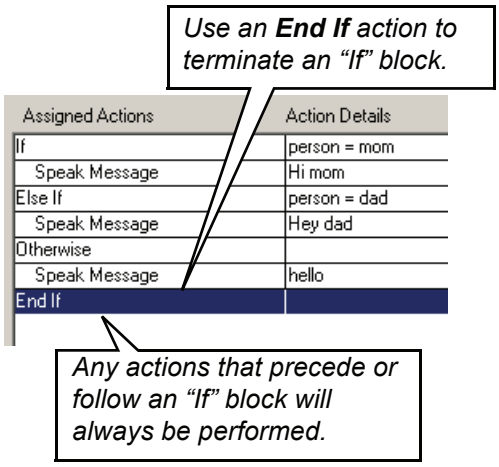
If Blocks and End If Actions

The **End If** action is used to let the application know there are no more actions associated with the initial **If** conditional test, and any related **Else If** or **Otherwise** actions. These actions together form an **If** block.

Assign the **End If** action (**Variables** tab) after the last action in the complete **If** block.

Any actions that are not part of an **If** block will always be performed when the button is selected.

Note: If you do not assign an **End If** action before you close the **Button Actions** dialog, the application will attempt to add one for you.



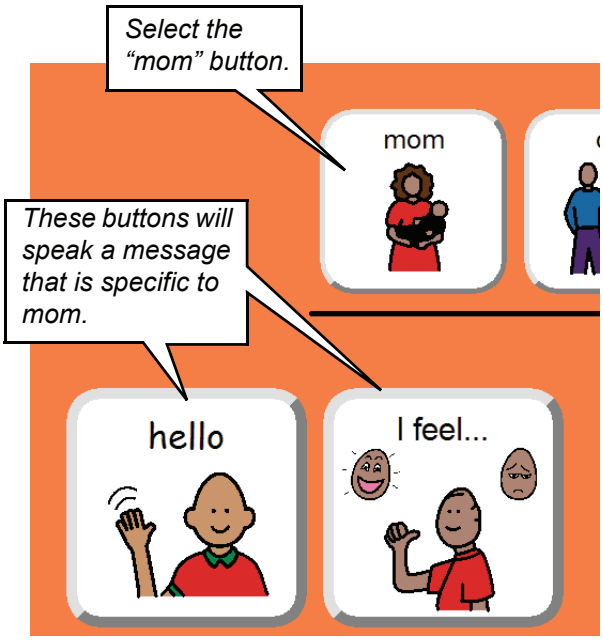
8

Variables in Action

When in the **Use** mode, selecting the "mom" button will assign the value "mom" to the variable "person." This value will remain until another person is selected or the **Use** mode is exited.

When any of the conversation buttons are selected, they will speak a message that is specific to that person (assuming one was specifically defined for that person).

If a button does not have an **If** block testing the variable "person" for the value of "mom", then it would speak the default message that follows the **Otherwise** action.



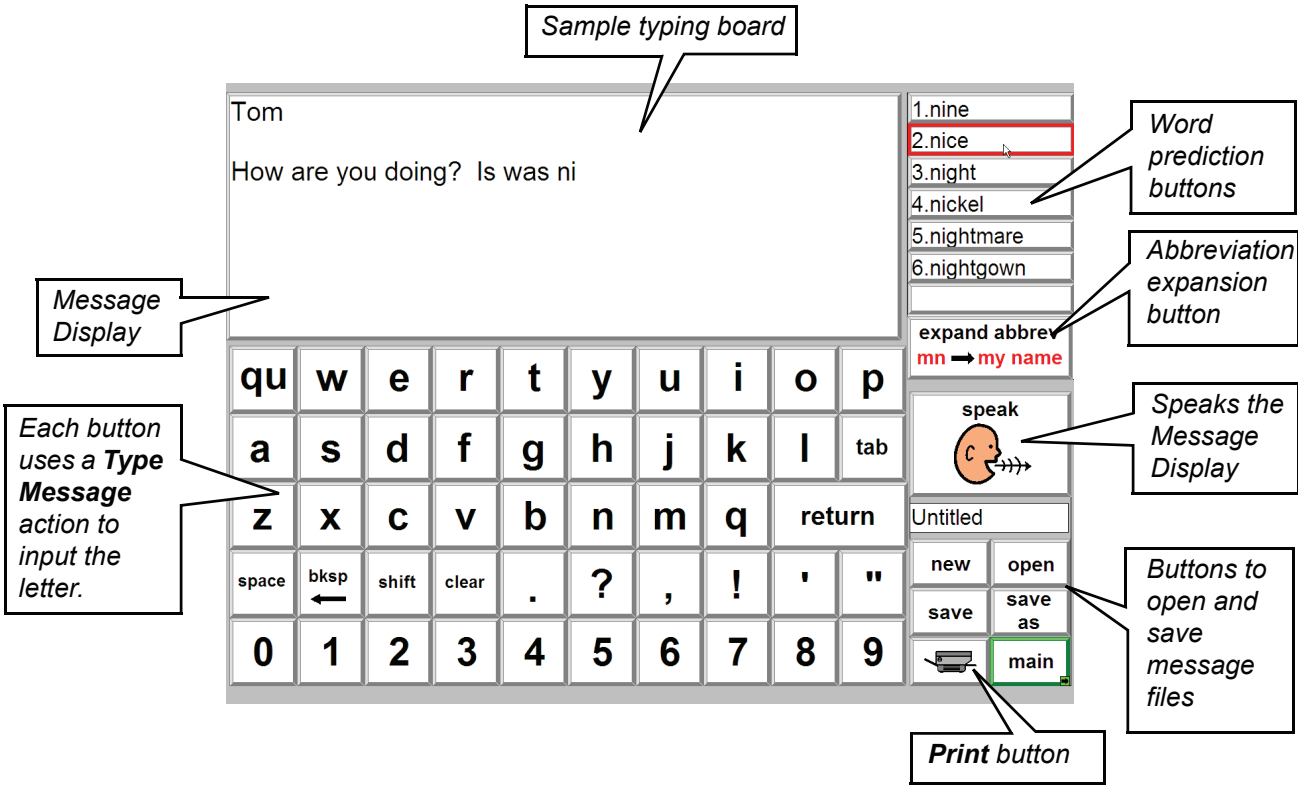
Chapter 21
Creating Boards for Writing

Chapter Overview SDP

There are a wide range of features and button actions that allow you to create boards that can function as writing aids or talking word processors. Numerous typing boards are supplied with the application, but you can also create your own. Features like word prediction, abbreviation expansion, and typing shortcuts can be used to improve the speed and quality of a user's writing. The ability to save and open different message files can easily be added. The message files can contain text and/or symbols.

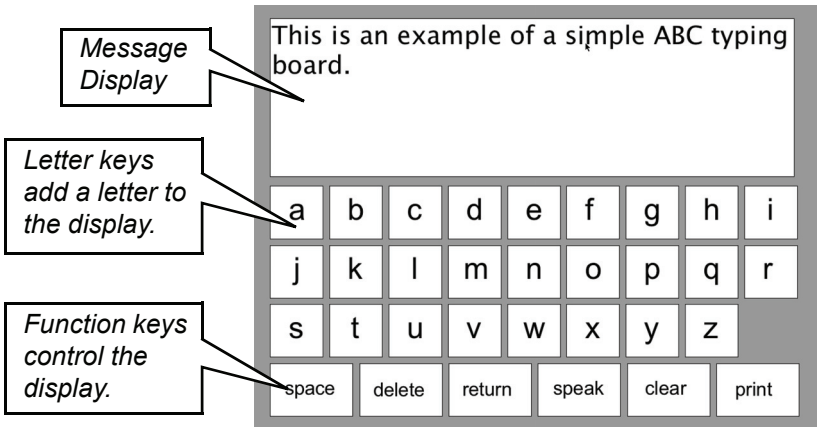
The following topics will be covered:

- Typing Board Layout Considerations
- Adding Prediction Buttons
- Accessing the Word Prediction Keys
- Abbreviation Expansion
- Adding Text Editing and Cursor Control Buttons
- Editing the Message File Boards
- Improving Access with the Scan Tools
- Word Prediction
- Changing the Prediction Settings
- Editing the Word Prediction Dictionary
- Typing Shortcuts
- Message File Control Buttons
- Basic Considerations for Scanning Access



Typing Board Layout Considerations

A big advantage of using the program as your talking word processor or writing aid is that you can create a board that contains the exact buttons and features needed by your user. The cognitive and physical needs of the user will dictate the layout of the board you create. All typing boards share the same basic components: a Message Display, letters, function keys, and Message Display controls.

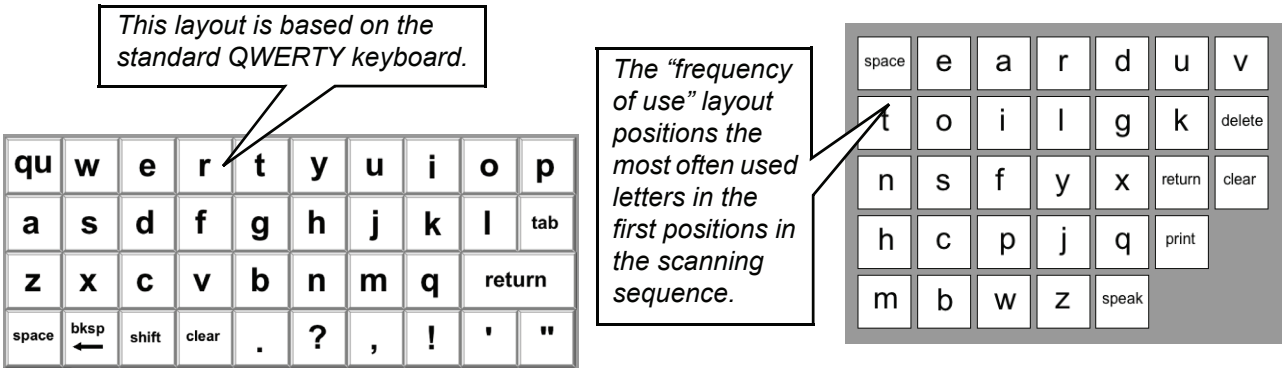


Message Display

The text in the Message Display can be any size or color that will benefit the user. The display can be configured to read letters or words as they are typed, or highlight words as they are read back. Refer to *Chapter 13 - Using a Message Display with Text*.

Key Layout

There are a variety of different letter layouts for a typing board. The layout you choose will most likely be determined by the user's method of access. Typically, the letters are arranged to either simplify locating the desired letter or maximize access speed. An ABC layout is shown above, and two other examples of letter layouts are shown below.

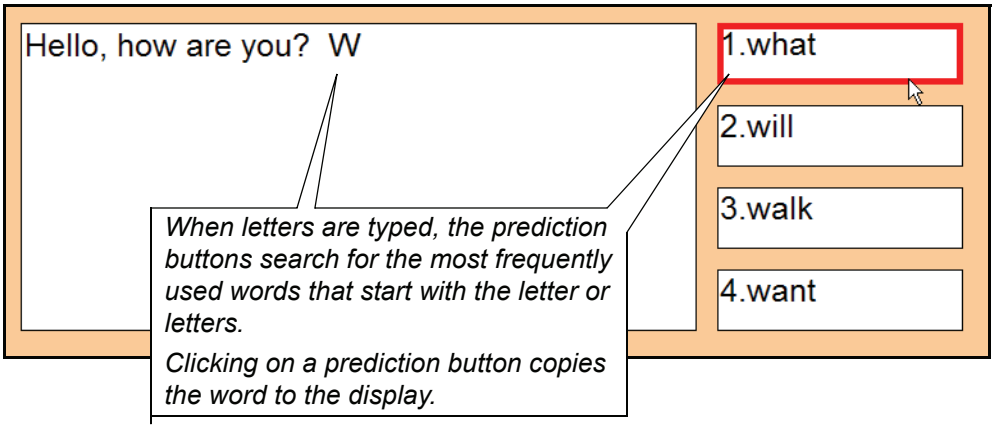


Display Control Buttons

Typically, you will want to provide the user with common function buttons such as space, return, shift, backspace, clear, speak, and print. Typically, these actions, with the exception of the space, are placed at the end of the scan sequence because of their relatively infrequent use.

Word Prediction

For many users, the word prediction feature available in Speaking Dynamically Pro can be tremendously helpful in assisting them in the writing process. Word prediction works by searching for and displaying the most frequently used words that begin with the letter or letters the user is typing. The user can then select their word when it appears in the list of predicted words. Word prediction saves a lot of time and effort by freeing the user from potentially typing every letter of each word.



The Prediction buttons in the program can be arranged and configured to suit the user's access, visual, and cognitive needs. The word prediction can be customized to:

- learn and then predict new words entered by the user.
- predict phrases manually entered into the dictionary.
- make audible predictions to assist the pre-literate or visually impaired user.
- be accessed either by on-screen selection or keyboard key.
- make predictions either alphabetically or based on frequency of use.
- use alternate dictionaries with specific vocabulary for language-based activities.

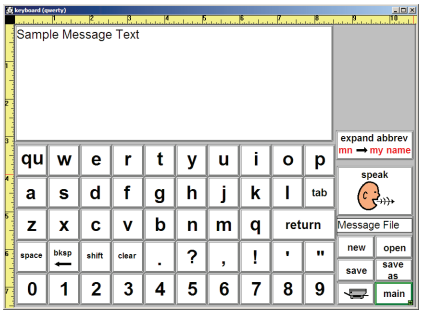
These options will be covered in the next few sections.

Adding Prediction Buttons

You can add up to 100 Prediction buttons to a board. Only the **Button Speak** (**Cool Stuff** tab) and the actions in the **Board Change** tab can be assigned to a prediction button.

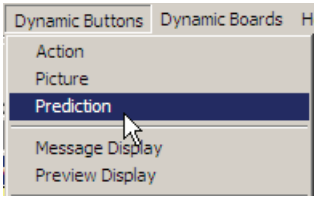
1

On this example typing board, space was left in the upper left corner to add a few Prediction buttons.



2

Choose **Dynamic Buttons > Prediction**.

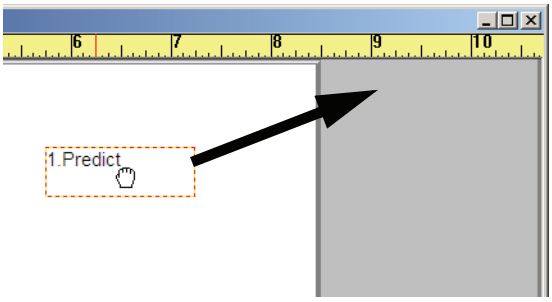


3

Drag the first button into the upper right corner of the board.

Stretch out the button and increase the font size.

Tip: Assign the **Speak Day/Date/Time/ Prediction** actions (**Quick Action** category) to the Prediction button to make it speak the predicted word when selected.

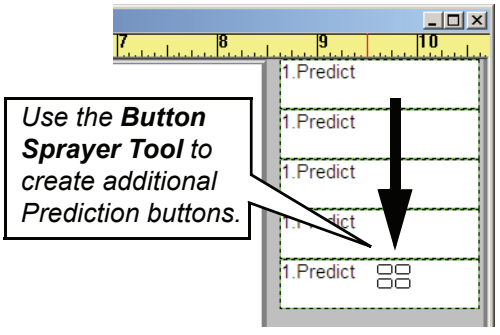


4

Use the **Button Sprayer Tool** to to spray out additional prediction buttons.

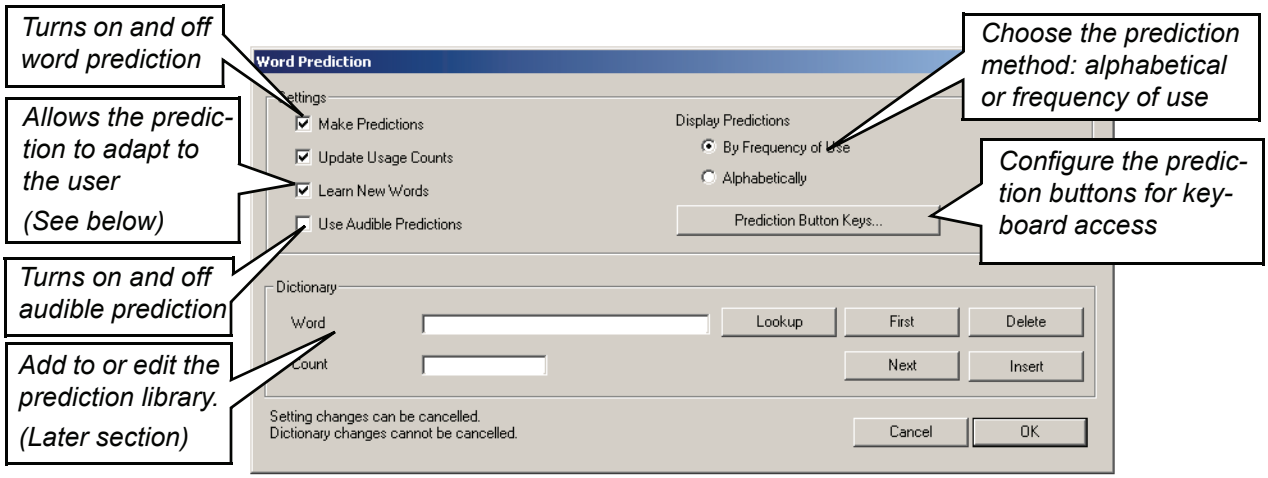
Save the board, then switch the application to the **Use** mode. As you type letters, the **Prediction** buttons will start predicting words. Click the **Prediction** button to put its word into the **Message Display**.

Return to the **Design** mode when finished.



Changing the Prediction Settings

Depending on the skill level of the user, it may be necessary to adjust some of the word prediction options. These can be set by choosing **Dynamic Boards > Word Prediction**.



Settings

Update Usage Count - When enabled, the frequency count in the prediction dictionary will be updated each time a word is used. Words with higher frequency counts will be predicted more quickly.

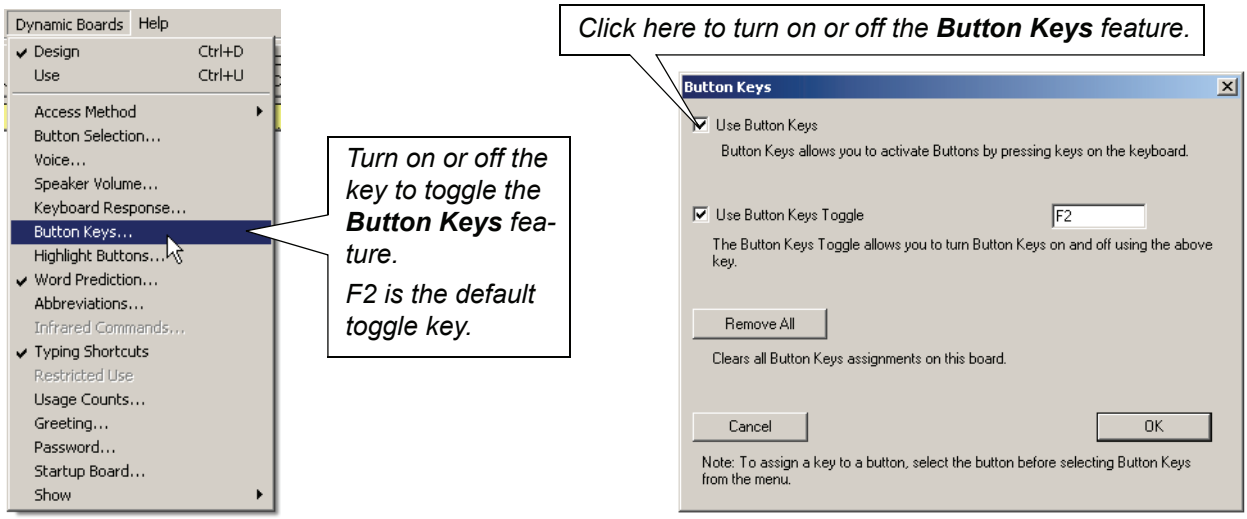
Learn New Words - When enabled, new words will be added to the prediction dictionary as they are typed in the **Message Display**. If the user is a bad speller, you will want to turn this feature off to prevent the program from learning misspelled words.

Use Audible Predictions - When enabled, the prediction buttons will speak the predicted word as they are highlighted or scan.

Accessing the Word Prediction Keys

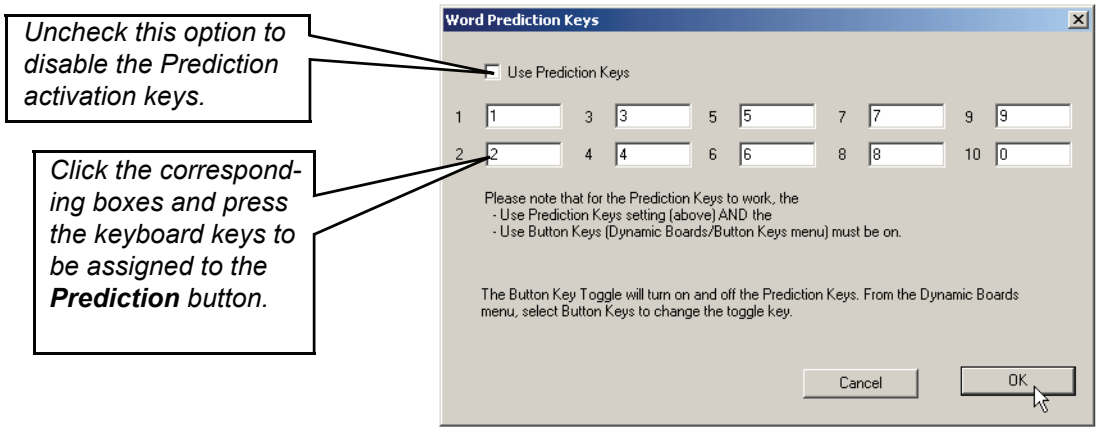
The **Prediction** buttons can be accessed either directly (selecting on-screen) or by hitting the corresponding numeric key on the keyboard. By default, the numbers 0 through 9 are assigned to activate the first ten prediction buttons. The number keys can only be used to type numbers until words appear in the prediction buttons. Typically, this approach works well, but if this is a problem for the user, you can either reassign the activation keys for the prediction buttons, or turn off the **Button Keys** feature which will de-activate keyboard selection.Button Keys Toggle

Button Keys is an SDP feature that allows you to assign and activate any button on a board using a keyboard key. Using the 0 through 9 keys to activate Prediction buttons is an example of this feature. You can define a toggle key that will disable and re-enable the use of **Button Keys**. This will free the keyboard from any Button Key assignments that might prevent the use of the keyboard for writing, i.e. typing numbers rather than accessing Prediction buttons.



Reassigning the Prediction Activation Keys

You can change the keyboard assignments for the Prediction buttons. To do so, choose **Dynamic Boards** > **Word Prediction**, when click the **Prediction Button Keys** button. In the dialog that appears, click the corresponding text boxes to reassign the prediction activation keys.



Note: The **Button Keys** feature must be turned on to enable keyboard selection of the **Prediction** buttons.

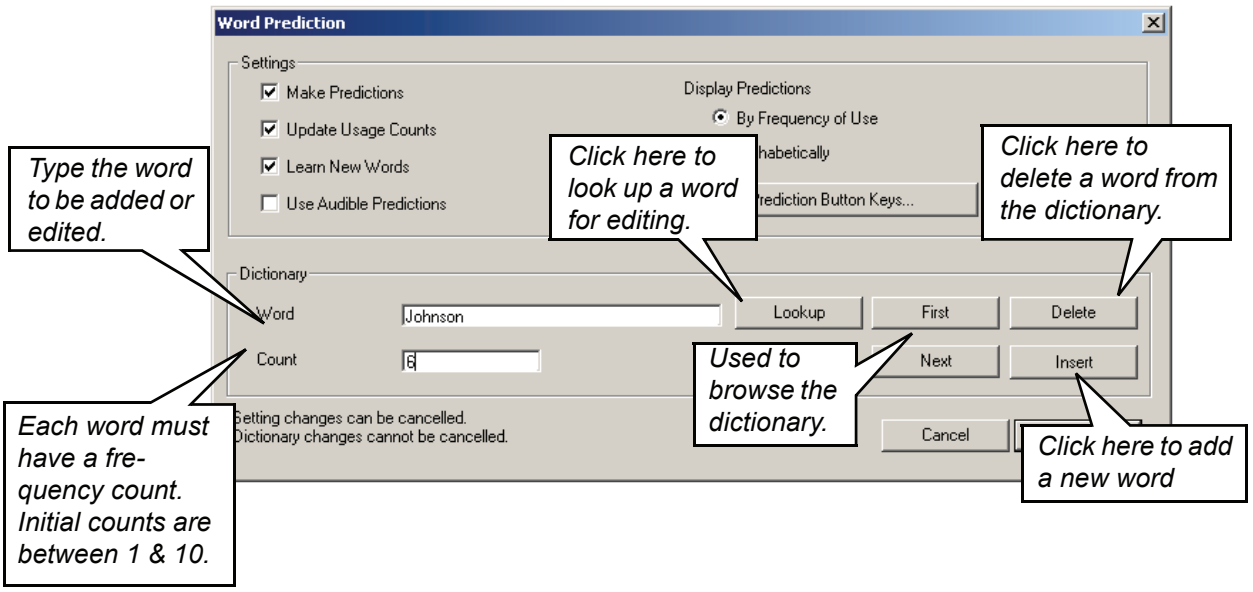
Editing the Word Prediction Dictionary

You can edit the contents of the word prediction dictionary by using SDP or a word processing program. It is recommended that you make dictionary changes from within SDP to prevent an entry error which may cause problems. Editing the prediction dictionary allows you to:

- preload the existing or a new dictionary with specific vocabulary.
- enter commonly used phrases you would like predicted.
- add necessary words to the dictionary (people's names, other proper names, places, etc.).
- remove misspelled words added when the learning option is enabled.
- add words that are capitalized. SDP will not remember capitalizations for words learned automatically.

Editing the Dictionary Using SDP

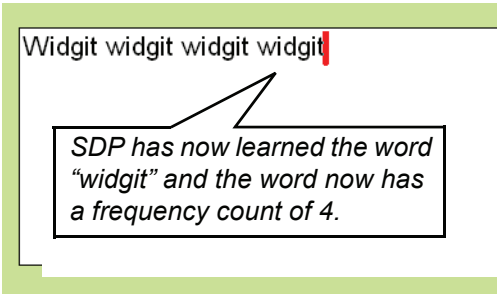
Choose **Dynamic Baords > Word Prediction** to edit the prediction dictionary.



---------- **OR** ----------

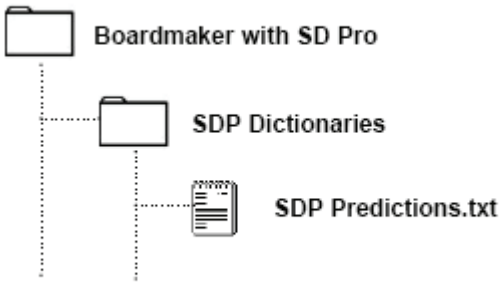
If you have a lot of words to add and are not concerned with the prediction count, simply turn on the **Learn New Words** option and type in the words you want to add in the **Message Display**.

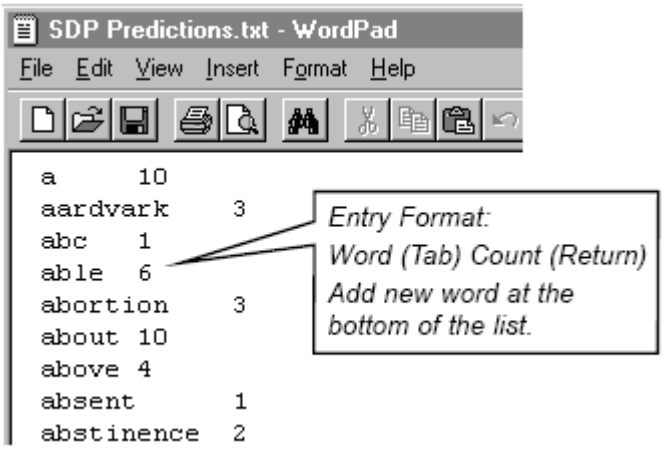
Typing the same word over and over will increase its prediction count.



Editing the Dictionary Using a Word Processor

If you are going to make a large number of changes to the prediction dictionary it will be quicker if you use a word processing program. You will need to open the **SDP Predictions.txt** file and enter your new words in the format shown below.





Using a Different Prediction Dictionary

If you need to work with multiple prediction dictionaries, you can use a different dictionary by swapping dictionary names. SDP will use the dictionary named **SDP Predictions.txt**. You must rename the original dictionary and name the new dictionary **SDP Predictions.txt**.

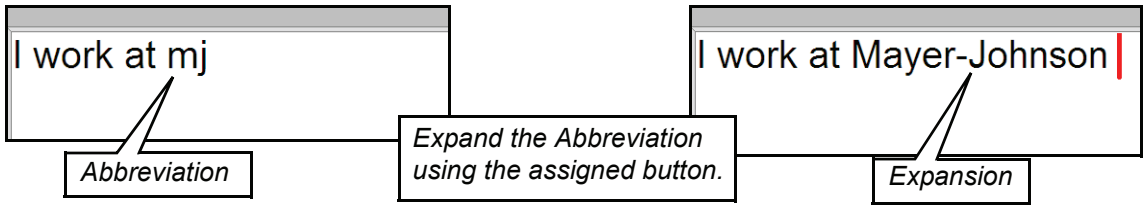
If you want to work with a new blank prediction dictionary, remove the **SDP Predictions.txt** file. SDP will automatically create a new blank dictionary. The easiest way to quickly add specific vocabulary to the new dictionary is to turn on SDP's **Learn New Words** feature and type the vocabulary into a **Message Display**.

Abbreviation Expansion

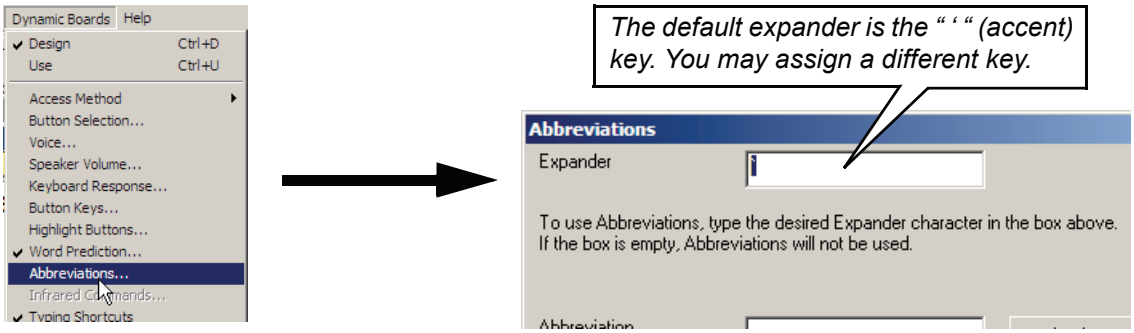
Abbreviation expansion allows the user to quickly enter a phrase or block of text into the Message Display by entering only a few letters. Abbreviations are useful for full names, addresses, or other frequently used phrases and text.

When an abbreviation is entered into the Message Display, the user will need to hit a key or button to expand the abbreviation. You have the choice of expanding abbreviations using a button assigned the **Expand Abbreviation** action (**Message** tab), a keyboard key, or a **Prediction** button.

Expansion Button (used by scanners)

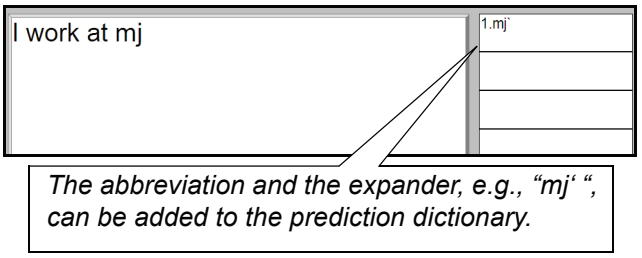


Keyboard Key (used by keyboarders)



Prediction Button (used by scanners)

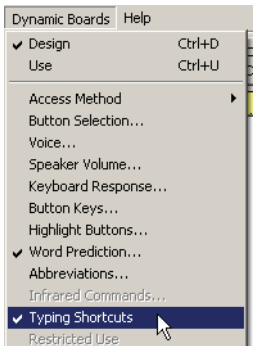
It is possible to use the Prediction buttons to expand abbreviations. Each abbreviation will need to be entered into the Prediction dictionary followed by the abbreviation expander character, e.g., enter "mj`" for the "mj"/"Mayer-Johnson" abbreviation. The Expander character/key is assigned as shown above.



Typing Shortcuts

The Typing Shortcuts feature is a collection of writing actions the program can perform automatically for the user. Typing Shortcuts includes the following actions:

- The first word typed in the Message Display or after punctuation will be capitalized.
- A space will automatically be inserted after a comma.
- Two spaces will automatically be inserted after a period, question mark, or exclamation point.
- The user doesn't need to hold down the **Shift** key to type a question mark. (You hold down the **Shift** key to type a "/" with this feature enabled.)



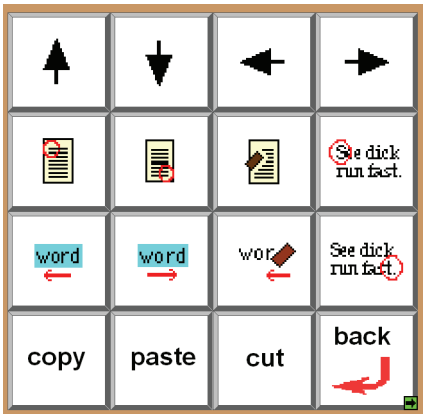
You may want to disable Typing Shortcuts when doing math or spelling lessons where the automatic capitalization and letter spacing would cause problems. You can create a button and assign a **Typing Shortcut Setting** action (**Settings** category) to it that will turn on, turn off, or toggle on and off the Typing Shortcuts.

Adding Text Editing and Cursor Control Buttons

In the **Text & Cursor and Message** action categories there are over 40 different button actions that can be used to create buttons that will allow the user to select and edit the text in a **Message Display**. With these editing buttons alternate access users can:

- scroll the contents of the **Message Display**.
- move the cursor in any direction within the **Message Display**.
- select letters, words, sentences, or paragraphs.
- cut, copy, and paste text.

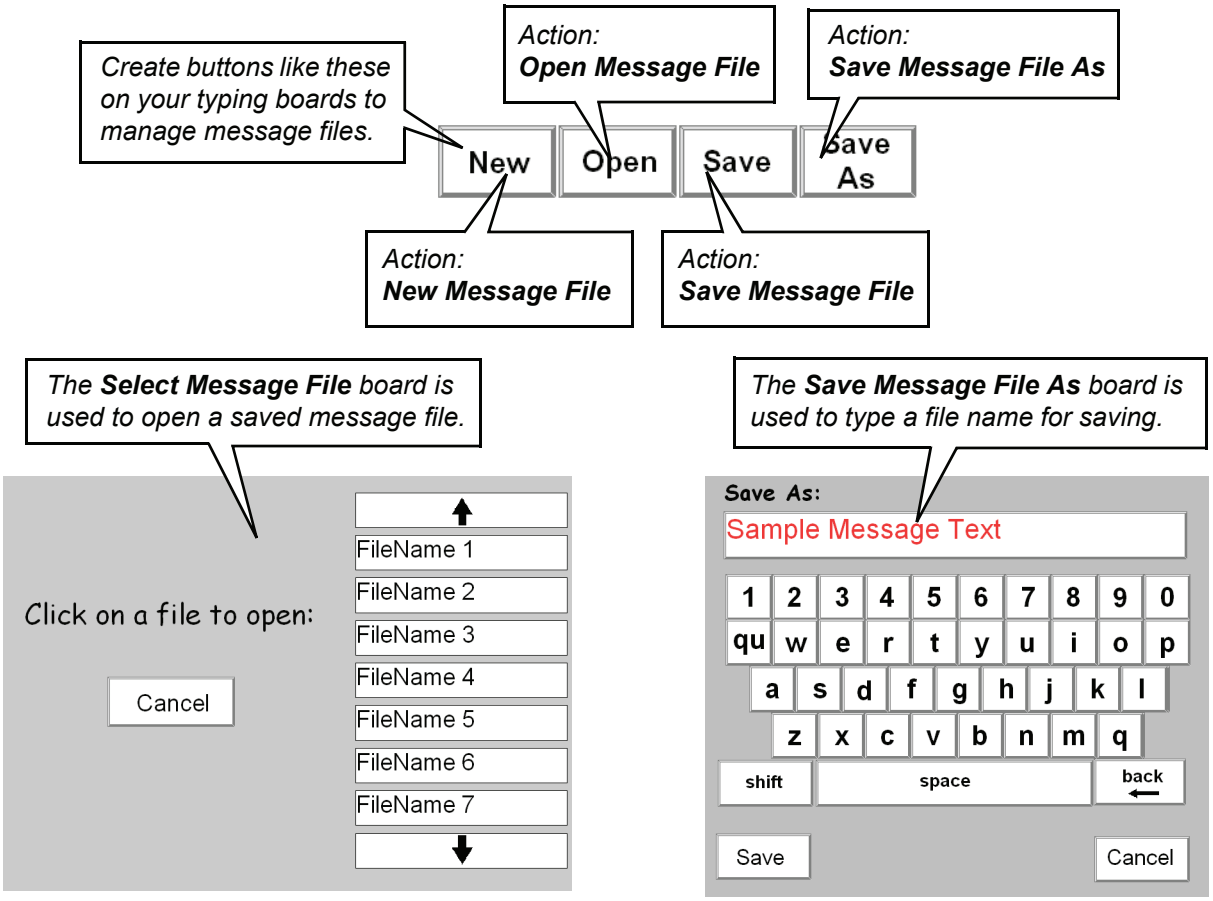
It is a good idea to place any editing buttons you create on a PopUp board to keep from cluttering your typing board. Button actions on a PopUp board can affect a **Message Display** on the topic (typing) board.



Example PopUp board that contains editing buttons.

Message File Control Buttons

The contents of a Message Display can be saved to a message file. Button actions in the **Message Files** category allow you to create buttons to open and save message files. Two special boards, **Select Message File** and **Save Message File As**, are used to select a file to open or enter a name for the file being saved. All message files are saved in the **SDP Message Files** folder found in the application folder.

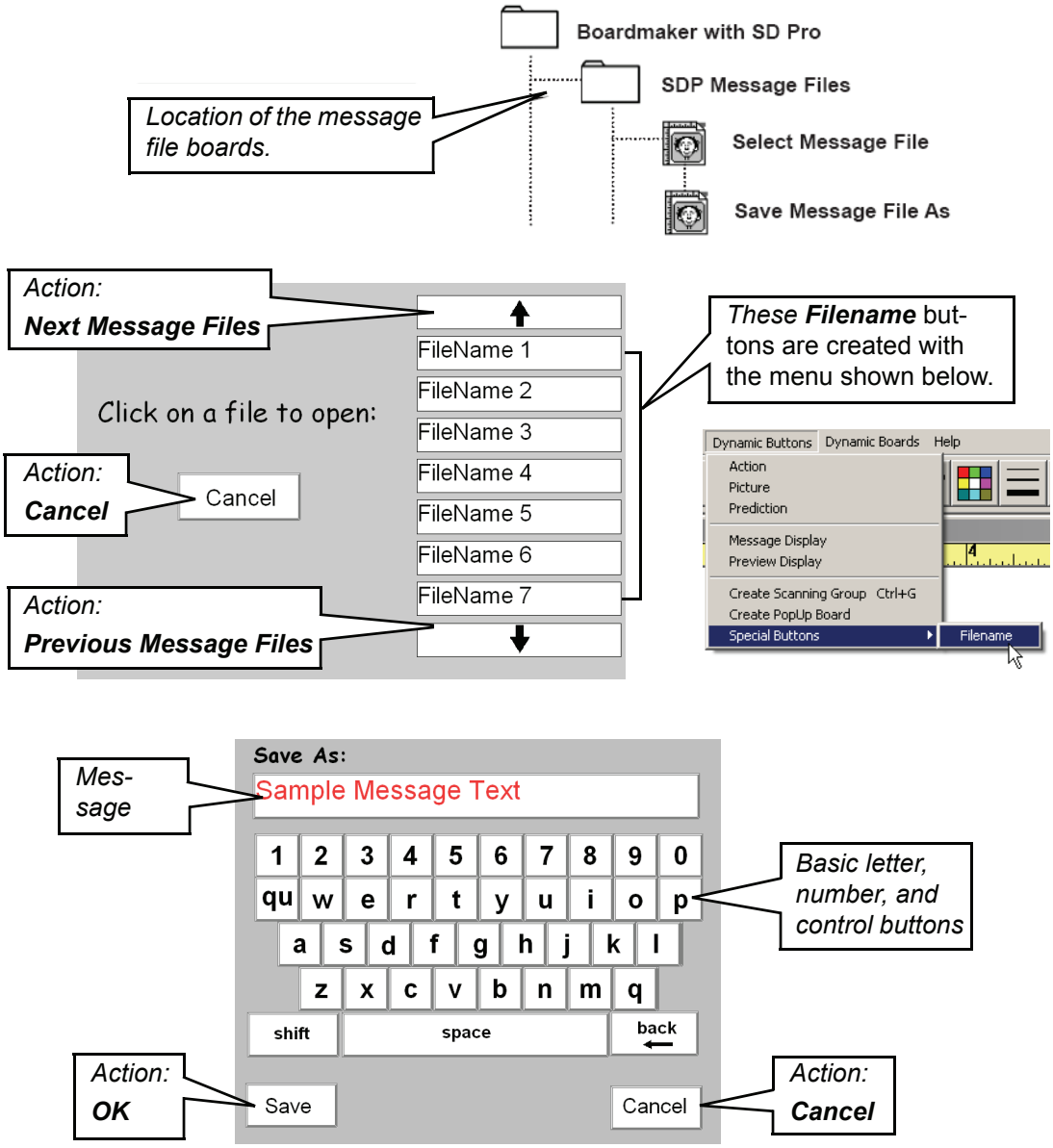


Basic Message Files Actions

- **New Message File** - Creates a blank untitled message file.
- **Open Message File** - Opens the **Select Message File** board so the user can select a saved file to open. The contents of the selected file will replace the current contents of the **Message Display**.
- **Save Message File As** - Opens the **Save Message Files As** board so the user can type a name for the message file they are saving.
- **Save Message File** - Saves the contents of the Message Display to the current message file. If the current message file is untitled the action will behave like the **Save Message File As** action.

Editing the Message File Boards

The **Select Message File** and **Save Message File As** boards are specialized for the task of managing message files. These boards are saved in the **SDP Message Files** folder where all saved message files are stored. The boards can be modified, but some care must be taken because these boards require the use of specific button actions to function properly.



Important Notes

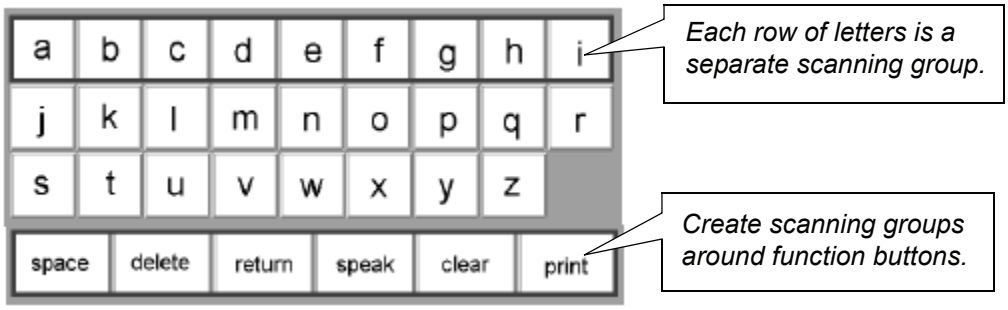
- To edit one of these boards, it must be opened from within the **Design** mode.
- These boards must remain in the **SDP Message Files** folder.
- Navigation buttons, i.e. “go back” or “Main,” are not necessary on these boards. The **Save** and **Cancel** actions automatically return you to the typing board that calls them.

Basic Considerations for Scanning Access

Typing boards are fairly complex due to the number of buttons they require for writing. There are a variety of basic steps you can take to improve scanning access.

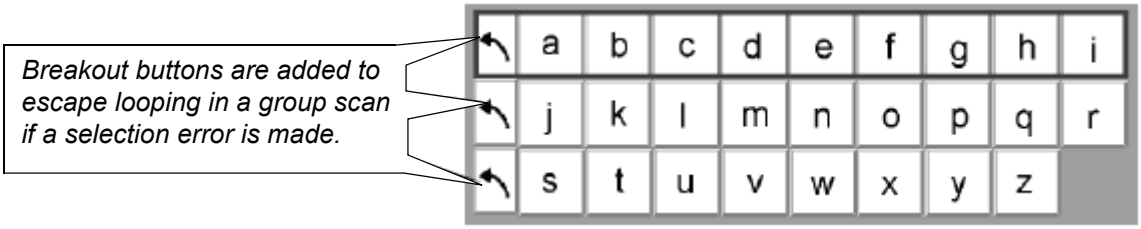
Scanning Groups

In *Chapter 22 - Access Methods and Custom Scanning*, you will learn about scanning groups which allow you to make a group of buttons scan as a single unit until the group is selected. You can create scanning groups around groups of letter or function buttons for more efficient scanning.



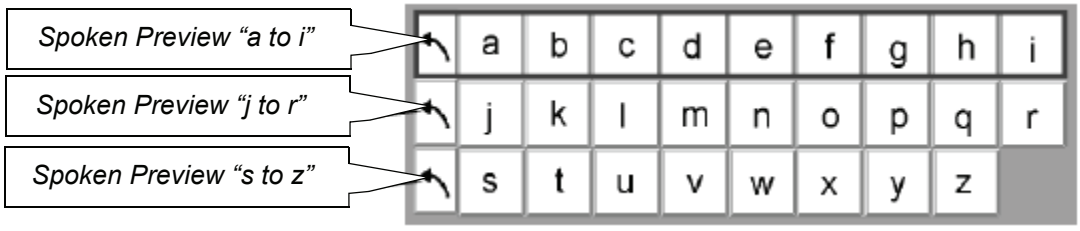
Group Breakout Buttons

By default, when the scan enters a group it will scan through the buttons three times before breaking out of the group, if a button is not selected. If a user makes an incorrect group selection, this looping can take considerable time. Adding breakout buttons, buttons with no assigned actions, to the beginning of each scanning group will allow the user to exit the group without entering an unwanted letter, or waiting for the scan to automatically break out.



Audible Cues for Scanning Groups

Scanning groups can be assigned a **Spoken Preview** or **Recorded Preview** action as you would any button on the board. Providing audible cues as to the content or function of the buttons in a group may be beneficial for some users.

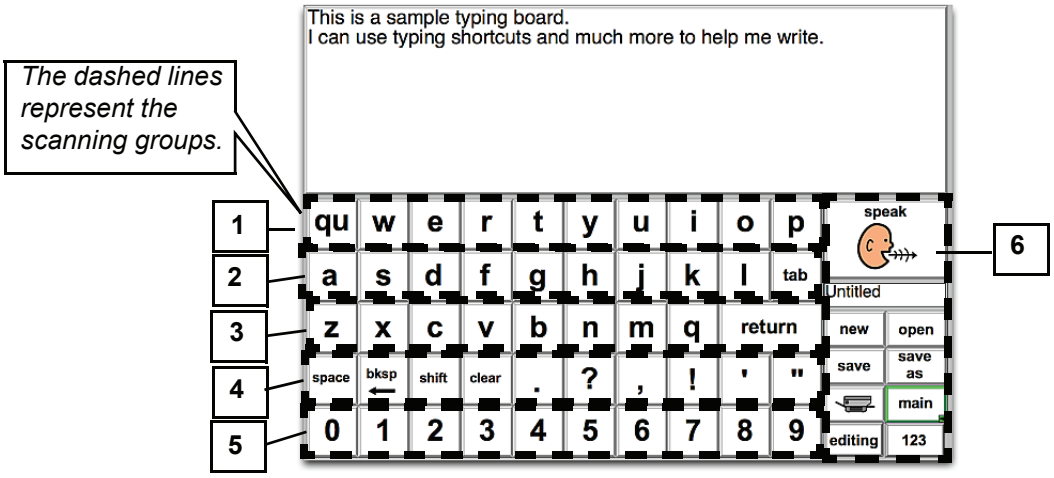


Improving Access with the Scan Tools

Typing boards can really benefit from the use of the **Sequence Tool** and **Scan Next Tool**. Proper application of these two tools can create a more efficient scanning sequence that scans groups in the logical order of use and can anticipate the next group or button to scan after a button selection is made. Refer to *Chapter 22 - Access Methods and Custom Scanning* to learn about the **Sequence Tool** and **Scan Next Tool**.

Application of the Sequence Tool

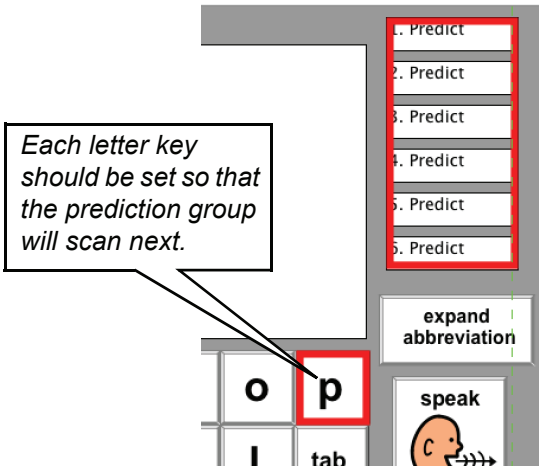
Use the **Sequence Tool** to set the groups containing the letters to scan first, followed by the group of prediction buttons, then any groups containing file control or text editing buttons. This is the natural order in which the groups will typically be accessed. An example scanning sequence is shown below.



Application of the Scan Next Tool

The **Scan Next Tool** might be used very effectively on a board with word prediction. Typically, Prediction buttons are accessed after a letter selection. This can be set automatically in the scan by using the **Scan Next Tool**. The scan next location for each letter button would be set to the prediction group

Note: The group should be the scan next choice rather than the first prediction button. This avoids potential scan loop problems if the desired word is not yet predicted.



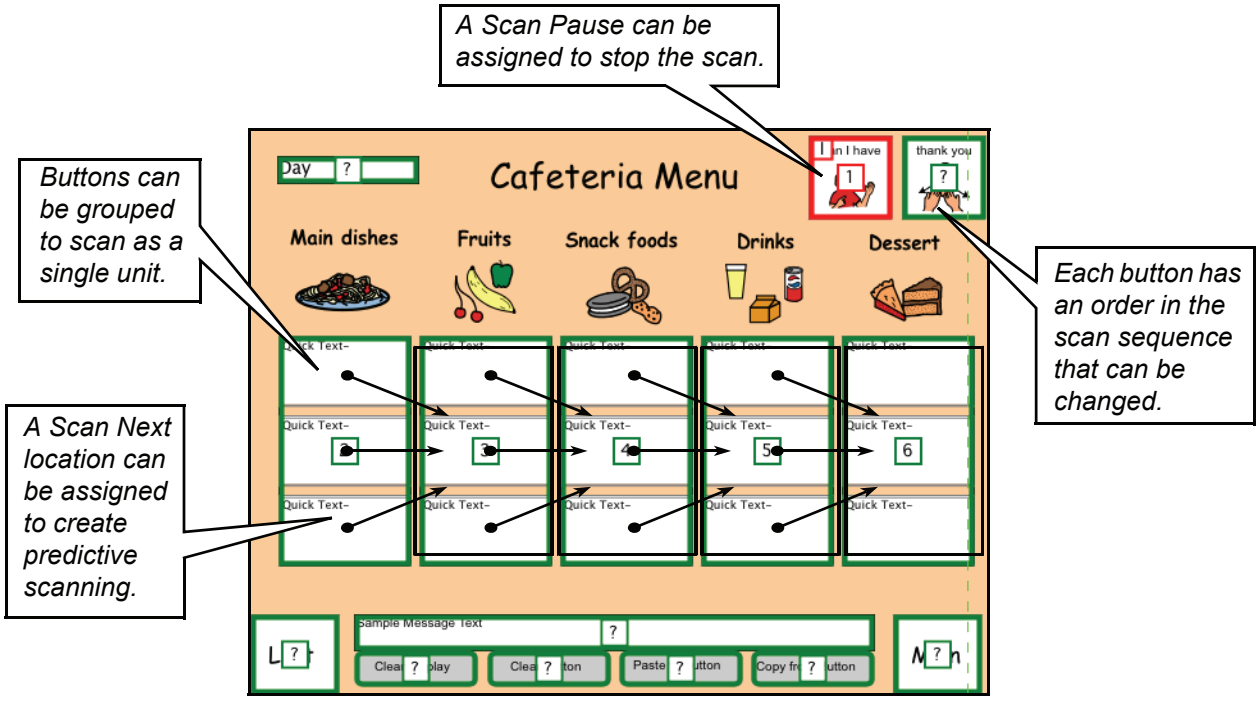
Chapter 22
Access Methods and Custom Scanning

Chapter Overview BM+ SDP

The application can be accessed through a wide range of access methods such as a mouse, a touchscreen, single or multiple switch scanning, etc. The program also provides a variety of special settings and tools designed to let you customize the way your boards scan to better meet a user's needs.

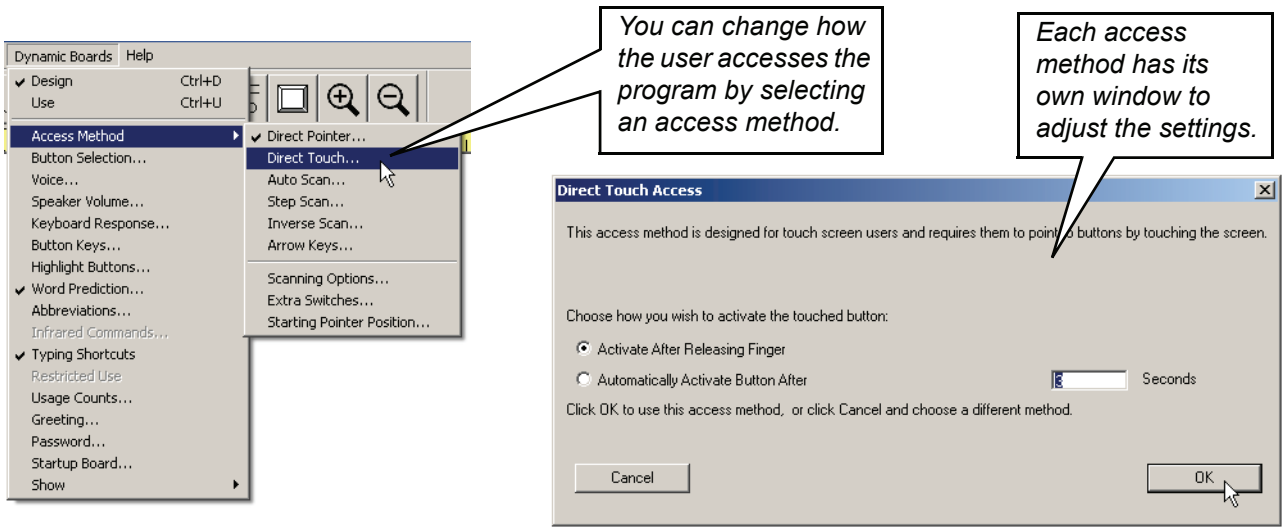
The following topics will be covered:

- Selecting an Access Method
- Keyboard Response
- The Default Scanning Sequence
- Displaying the Scan Tools
- Using the Scan Next Tool
- Button Selection Options
- Configuring Switches
- Creating Scanning Groups
- Using the Sequence Tool
- Using the Scan Pause Tool



Selecting an Access Method

Within the application, users can control their communication boards by using almost any alternate method of access. You can set the access method by selecting from a menu of choices. Each access method, through an options window, can be customized to meet the specific needs of the user. A brief description of the available access methods is provided below. For more detailed information on designing boards for alternate access users, refer to *Chapter 23 - Designing Boards For Alternate Access Methods*.



Access Methods

Direct Pointer - Used with direct selectors using a mouse, trackball, joystick, head mouse, or touchscreen.

Direct Touch - Used with touchscreen users and provides touch, release, and dwell time selection options.

Auto Scan - Provides basic scanning access for single switch users. Settings are provided to control the scan rate and use of a switch or keyboard key.

Step Scan - Provides scanning access for users who can control their button selections by using one switch to advance the scan and a second switch to make a button selection.

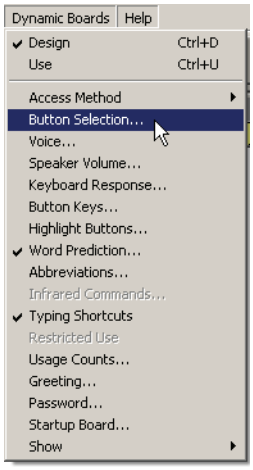
Inverse Scan - Provides scanning access that requires the user to hold down the switch to start and maintain the scan. Selections are made by releasing the switch.

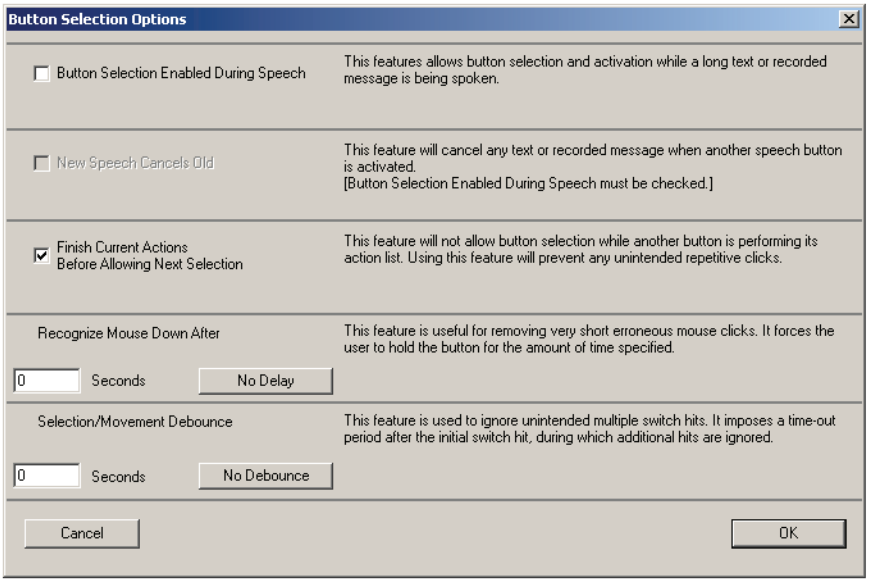
Arrow Keys - Provides scanning access for a user who can directionally guide the scan using multiple switches, keys, or an alternate keyboard.

Button Selection Options

The program provides you with a variety of options that control when a button selection can be made and when subsequent button selections should or should not be ignored. These options are accessed by choosing **Dynamic Boards > Button Selection**.

For example, an unsteady switch user might hit a switch two or three times very quickly when he or she attempts to make a button selection. If you only want the first switch hit to count, you can adjust one of the **Button Selection Options** so that the program will ignore the additional inadvertent switch hits.





Button Selection Enabled During Speech

Only advanced users with good cognitive and access skills should use this option. The user can continue making button selections (or the scan will continue moving) while a previously selected button is performing its assigned actions.

New Speech Cancels Old

This option is available only if **Button Selection Enabled During Speech** is checked. If a button is selected while another button is speaking, the previous button message is canceled and the new button message is played.

Finish Current Actions Before Allowing Next Selection

This is the default setting. A user who is unsteady or has a tendency to make additional, unwanted button selections or switch hits should use this option. The program will ignore all switch hits or button selections until the currently selected button finishes its actions.

Tip: If your buttons finish their actions too quickly, enabling the user to make unwanted selections, add a **Delay** action (**Cool Stuff** category) to the end of each button. This action allows you to specify an additional period of time the button will wait before letting the user make another selection.

Recognize Mouse Down After

You may specify an amount of time that the mouse button or mouse click-emulating switch must be continuously held down before the program will register a button selection. This option helps eliminate quick inadvertent button selections.

Note: This option only affects input made by the mouse button or the equivalent. For keyboard or keyboard-emulating switches, a similar option is available in the **Keyboard Response** settings covered in the next section.

Selection/Movement Debounce

This option allows you to control repeated hits (mouse click, keyboard key, switch, etc.) made by an unsteady user. You may specify a “time out” period after an initial hit in which any additional hits will be ignored by the program.

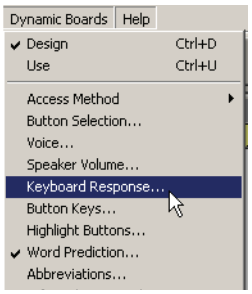
Keyboard Response

You can change how quickly the program will respond to a keyboard keystroke or keyboard-emulating switch hit by choosing **Dynamic Boards > Keyboard Response**. Changing how the program responds to brief or repeated keystrokes can help eliminate selections made by a user who is physically unsteady. the program makes use of the **Windows Accessibility** control panel to adjust how the program responds when a keyboard key, or the equivalent, is pressed.

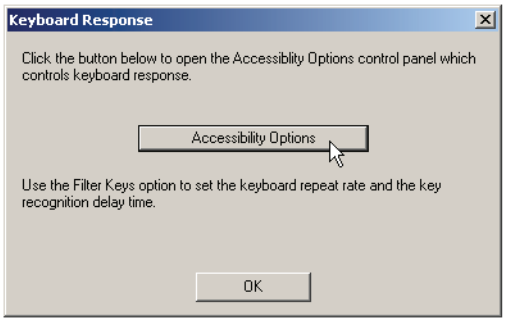
Note: The Accessibility support is not always installed by default with Windows. To install Accessibility support, refer to *Appendix G - Enabling Accessibility Options*.

Note: The settings in the **Accessibility** control panel not only affect the keyboard response within the program, but also within Windows and all other software programs.

1 Choose **Dynamic Boards** > **Keyboard Response**.



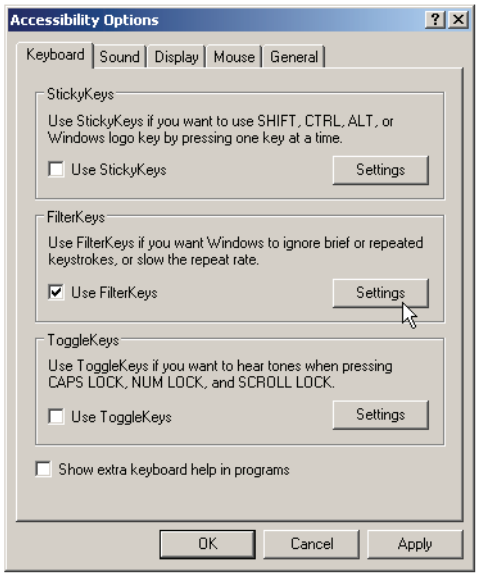
2 In the **Keyboard Response** dialog box click on the **Accessibility Options** button.



3

Click on the **Use FilterKeys** box to enable the option.

Next, click on the **Settings** button to configure **FilterKeys**.



4

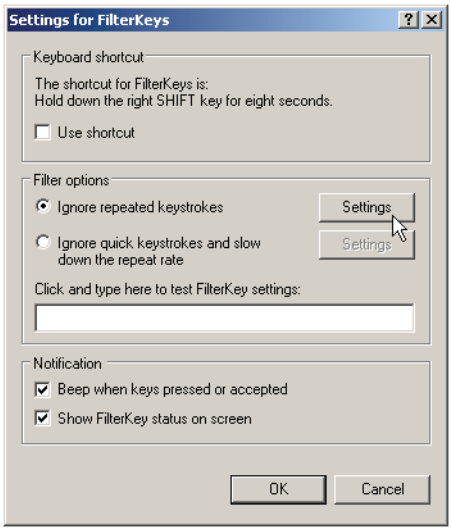
There are two **Filter options**:

- **Ignore repeated keystrokes** - After a keystroke the computer will ignore any subsequent keystrokes unless you wait a set amount of time between each keystroke.
- **Ignore quick keystrokes and slow down the repeat rate** - Specify how long a key must be held down before the computer accepts the keystroke and if the key is held down, specify how fast it will repeat.

Select the appropriate option for your situation. Click on the **Settings** button to change the timing(s) for the selected option.

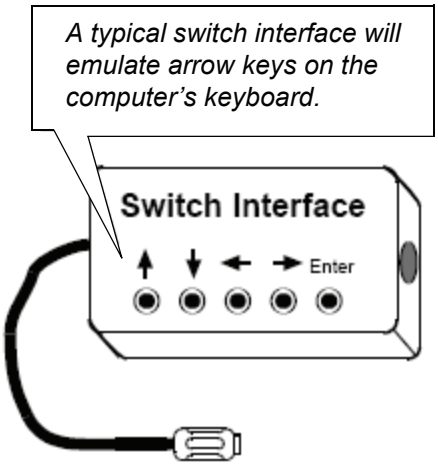
Tip: Make use of the test area to try out your settings.

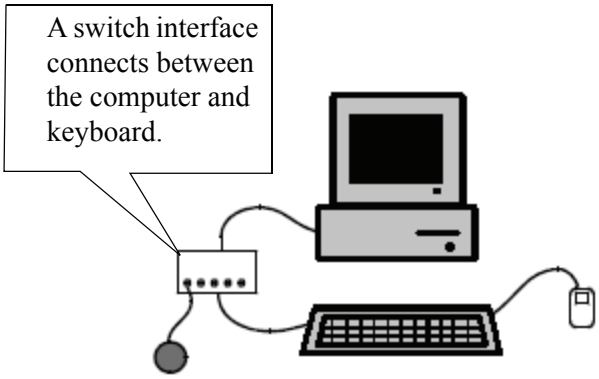
Continue clicking on the **OK** buttons when you are finished configuring the keyboard response to apply the settings.



Configuring Switches

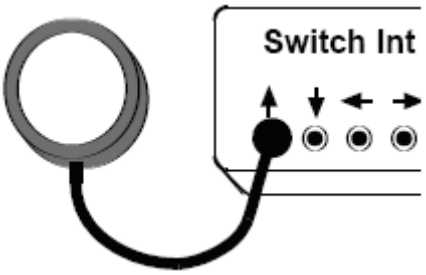
Standard desktop and laptop computers are not equipped with jacks that enable you to plug in a switch. A switch interface will be required to access the computer via switch input. Typically, a switch interface plugs in between the computer and the keyboard, and provides one to five switch jacks. Most switch interfaces are keyboard emulators which means that the switches are mimicking keys on your keyboard.





1

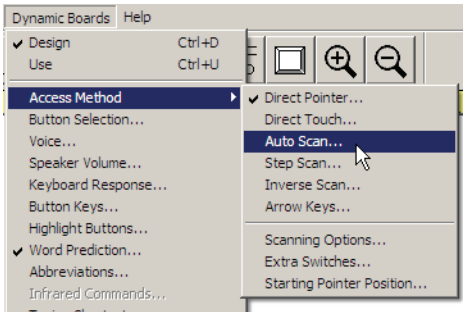
Plug your switch into one of the jacks on the switch interface.



2

Select the appropriate scanning access method.

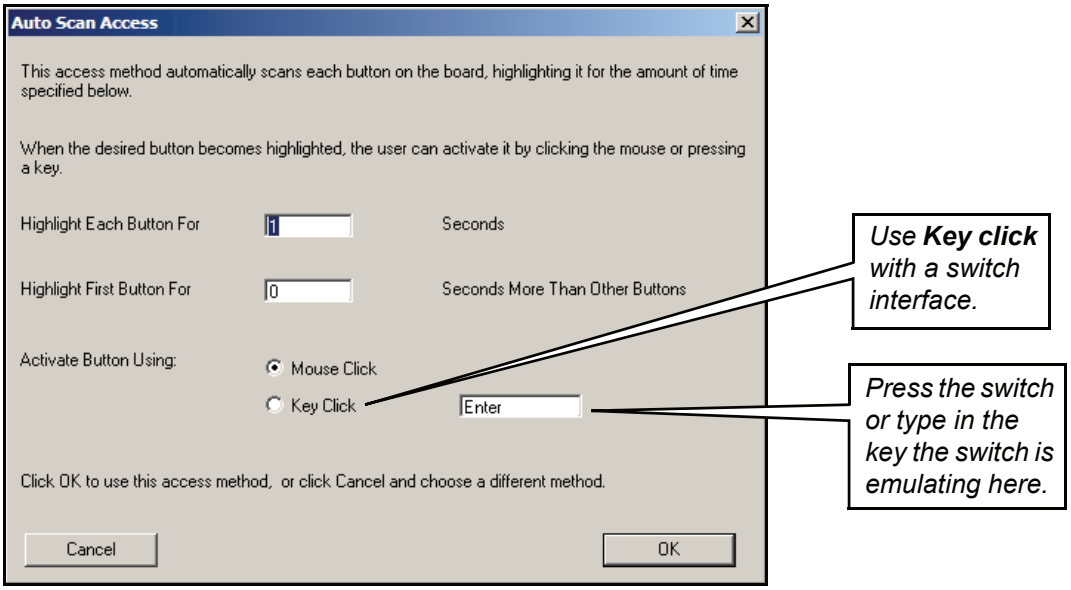
Auto Scan will be used in this example.



3

Set **Activate Button Using** to **Key Click**, then press your switch. The application should read the input from the switch and will display the emulated key in the box. Click the **OK** button when the switch input is set correctly.

The application is now set to accept input from your switch.



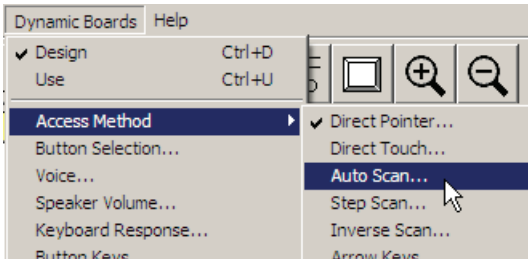
The Default Scanning Sequence

The application will scan the buttons on a board from top to bottom, and for buttons at the same height, from left to right. This may not be the ideal scanning sequence for one or all of the activities.

1

You can create any board and choose **Dynamic Boards > Access Method > Auto Scan** to see how the default scan works.

The **Auto Scan Access** dialog will appear. Click **OK**.

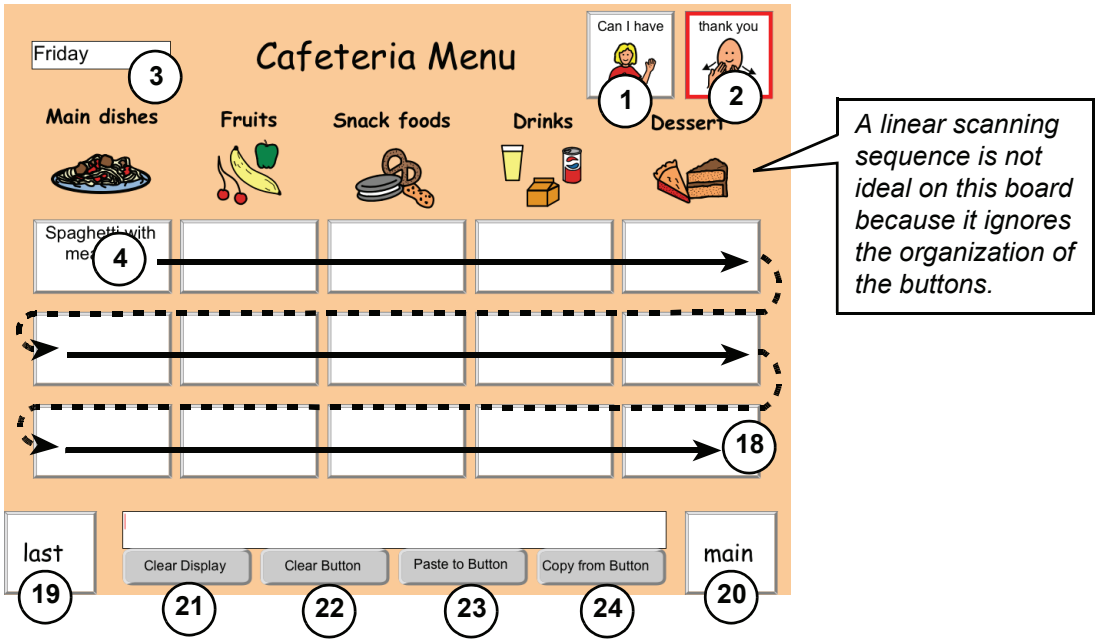


2

Place the application in the **Use** mode and observe the default scanning sequence for this board. The linear scanning sequence does not follow the visual organization of the board, or assist the user in selecting messages in a logical order. Switch the application to **Use** mode when finished.

3

Place the program in the **Use** mode and observe the default scanning sequence for this board. The linear scanning sequence does not follow the visual organization of the board, or assist the user in selecting messages in a logical order. Return to the **Design** mode when finished.



Creating Scanning Groups

A collection of buttons can be grouped together so that they will highlight as a single group in the scan. When a user selects a scanning group, the scan will then work its way through the buttons that make up the group. Scanning groups allow the scan to conform to the visual or logical arrangement of the activities.

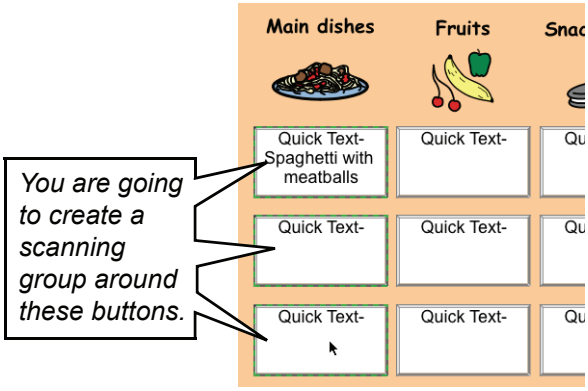
1

Select the buttons that you want to become a scanning group.

Choose **Dynamic Buttons > Scanning Group**.

The application will create a button that surrounds the selected buttons.

Tip: A scanning group is simply a button that surrounds other buttons. You can use the **Button Tool** to drag out a scanning group like you would a button.

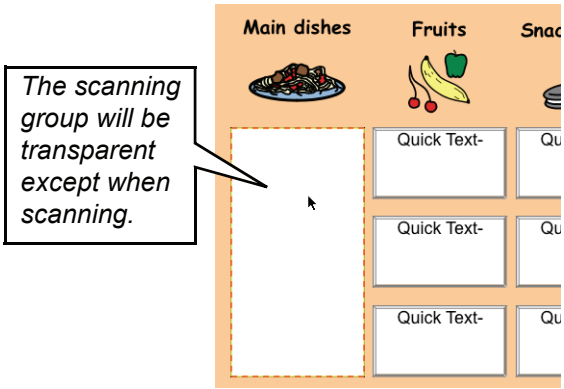


2

With the scanning group selected, change the background color to transparent and make the border thickness none.

NOTE: When the group is deselected, the buttons will appear on top of the group. Smaller buttons always appear on top of larger buttons that fully surround them.

Tip: For some users, giving scanning groups different colors can help to visually organize a board.



3

Switch the application to **Use** mode and observe the new scanning sequence.

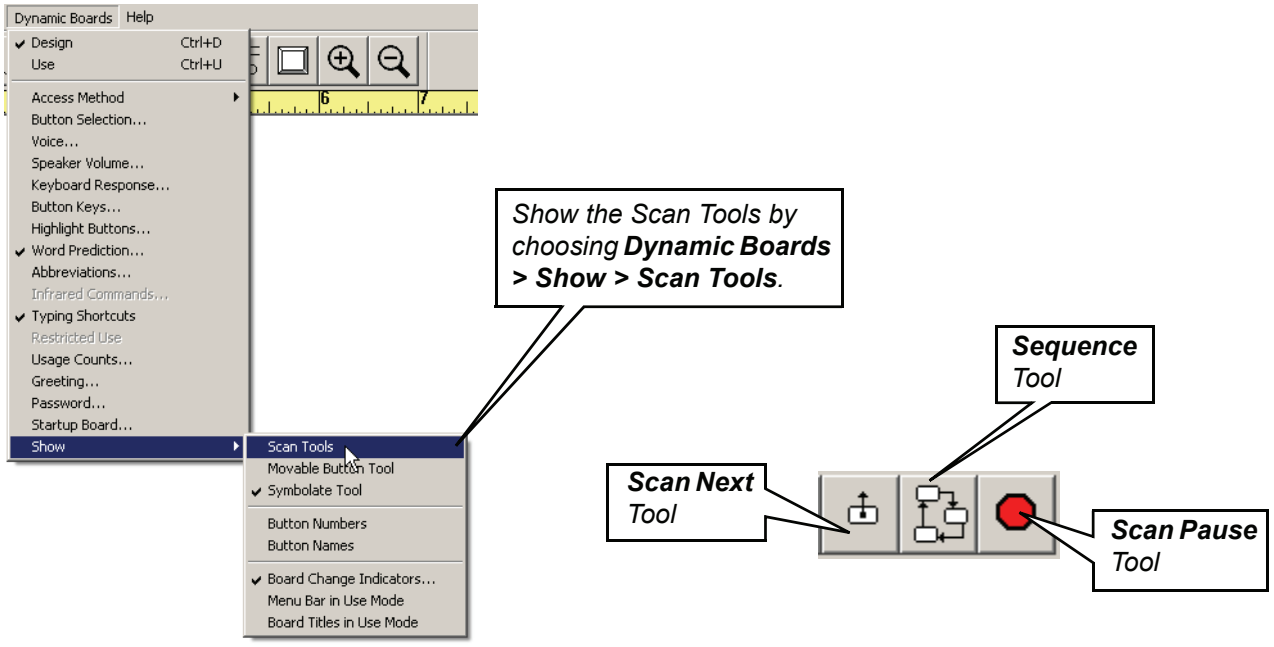
Each scanning group highlights instead of each button. Selecting a group causes the application to scan through the buttons in the group. If a button selection is not made within a selected group, the scan will break out of the group after three cycles through the buttons.

Return to the **Design** mode when finished.

Tip: Because a scanning group is a button, you can assign actions to the group. You might use a **Speak Message** action to talk when the group is selected or a **Text Preview**, **Spoken Preview**, or **Recorded Preview** action to provide a cue during the scan.

Displaying the Scan Tools

The application provides you with three special scanning tools, the **Sequence Tool**, the **Scan Next Tool**, and the **Scan Pause Tool**. These tools allow you to completely customize the scanning sequence on your boards, both before and after the user makes a button selection. The **Scan Tools** are not normally visible in the Standard toolbar and must be turned on in order to access them.



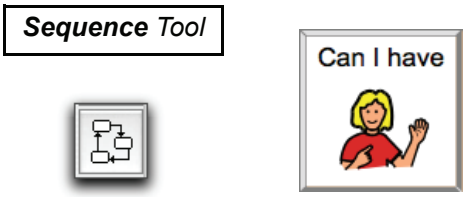
Using the Sequence Tool

1

The **Sequence Tool** is used to change the scanning order of the buttons on a board.

Select the **Sequence Tool** in the toolbar.

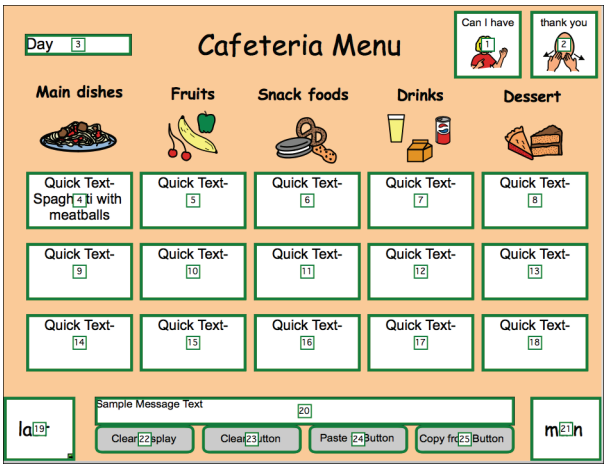
Click one of the buttons on your board.



2

Numbers will appear in the middle of each button or group. This is the default scanning order for the buttons and groups on this board.

Note: Clicking on a button that is part of a scanning group will display the scanning order for only the buttons in the group.

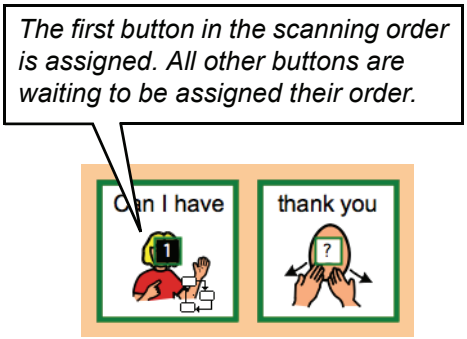


3

You will be removing some buttons from the scanning sequence and changing the scanning order of the buttons to help structure the activity.

Click the same button again. Notice that it is marked as "1" and all other buttons are marked with a "?."

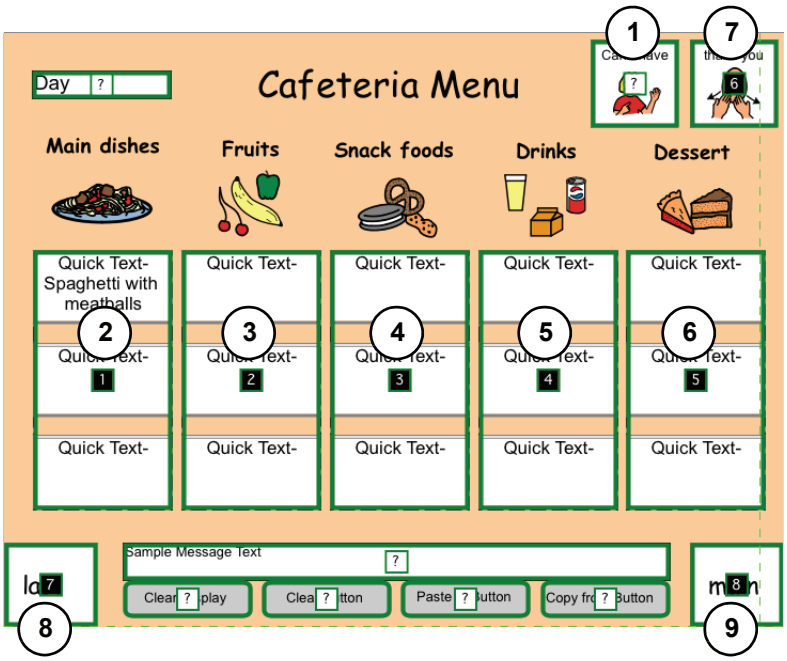
The "?" indicates a button is not currently part of the scanning sequence.



4

Click the buttons in the order you would like them to scan. You want the buttons and groups to scan in the logical order the user would select them in.

Tip: If you make a mistake in assigning the scanning order, double-click the **Sequence Tool** to reset the default scanning order.



Note: Buttons that are not assigned a number in the scanning sequence will not scan or be selectable even when using a direct selection access method. Unassigned buttons can be accessed through Button Key assignments. Please refer to the *Button Keys* section in the in-program help (**Help Topics** in the **Help** menu).

Using the Scan Next Tool

1

The **Scan Next Tool** is used to specify the next button or group that will scan after the user selects a particular button. This is called predictive scanning.

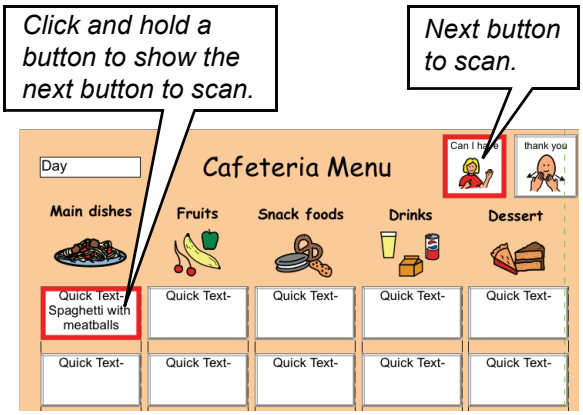
Select the **Scan Next Tool** in the toolbar.



2

Move the pointer over one of the **Quick Text** buttons in the "Main dishes" group, then click and hold the mouse button down. The button you click on and another button will highlight.

The other highlighted button is the next button that will scan if the user were to select the current button. By default this is the first button in the scanning sequence.

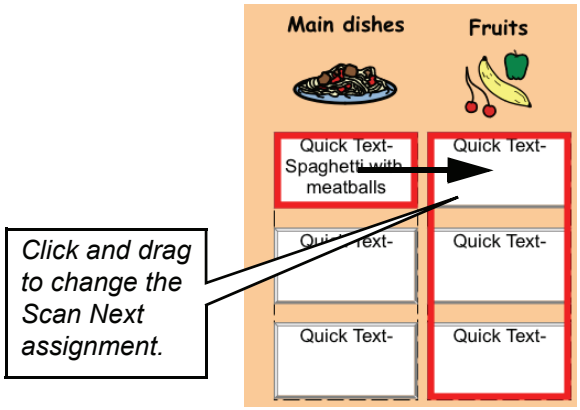


3

To change the Scan Next assignment, while still holding down the mouse button, drag the cursor over to the button or group where you want the scan to go next.

If you drag over a button that is part of a scanning group, you will see the highlight cycle between the button and the group. Release the mouse button when the one you want is highlighted.

Tip: You can reset the default Scan Next assignment for the board by double-clicking on the **Scan Next Tool**.

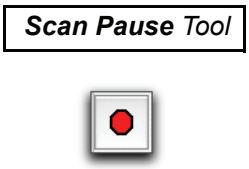


Using the Scan Pause Tool

1

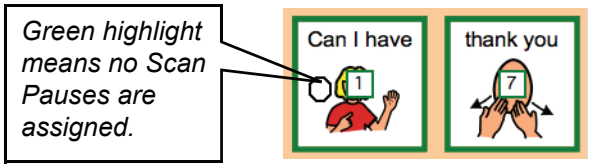
The **Scan Pause Tool** is used to temporarily stop the scan on a button until the user hits their switch. There are three different types of Scan Pauses that can be applied to a button or group. Each type of pause is used to achieve a slightly different scanning goal.

Select the **Scan Pause Tool** in the toolbar.



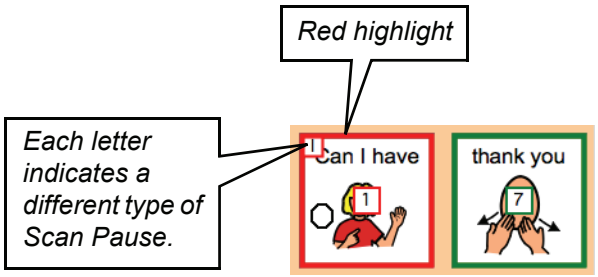
2

Click once on any button. All the buttons on the board, or in that scanning group, will appear highlighted in green. The green highlight means no Scan Pauses have been applied.



Click repeatedly on the button. The highlight changes to red and different letters will appear in the upper left corner of the button. Each letter represents a different type of Scan Pause.

Continue clicking on the button until an "I" appears. This will pause the scan on this first button.



3

Scan Pause Types

"B" The scan will pause on the button when it becomes highlighted. A switch hit will restart the scan on that button.

"A" The scan will pause on the button after it is selected. It will remain highlighted as a visual cue to the user as to which button they just selected. A switch hit will restart the scan on the next button in the scanning sequence.

"I" The scan will pause on the button when it becomes highlighted. A switch hit will select the current button and restart the scan. The scan will then continue on to the next button in the scanning sequence.

Chapter 23
Designing Boards for Alternate Access Methods

Chapter Overview BM+ SDP

A wide range of access methods, features, and options are available to help you accommodate any special access needs a user may have. This chapter will help you sort through all the features and options that are related to access. Access methods and board design techniques are briefly discussed for each of the major categories of alternate access scanning, touchscreen, and/or head-tracking devices.

The following topics will be covered:

- Access Methods for Scanners
- Design Aspects for Scanners
- Design Aspects for Touchscreen Users
- Working with Head-Tracking Device Users
- Button Keys
- Special Scanning Options
- Access Methods for Touchscreen Users
- On-Screen Keyboard
- Design Aspects for Users with Low Vision
- Additional Program Features that Assist User Access

Scanning Access



Touchscreen Access



Head-Tracking Access

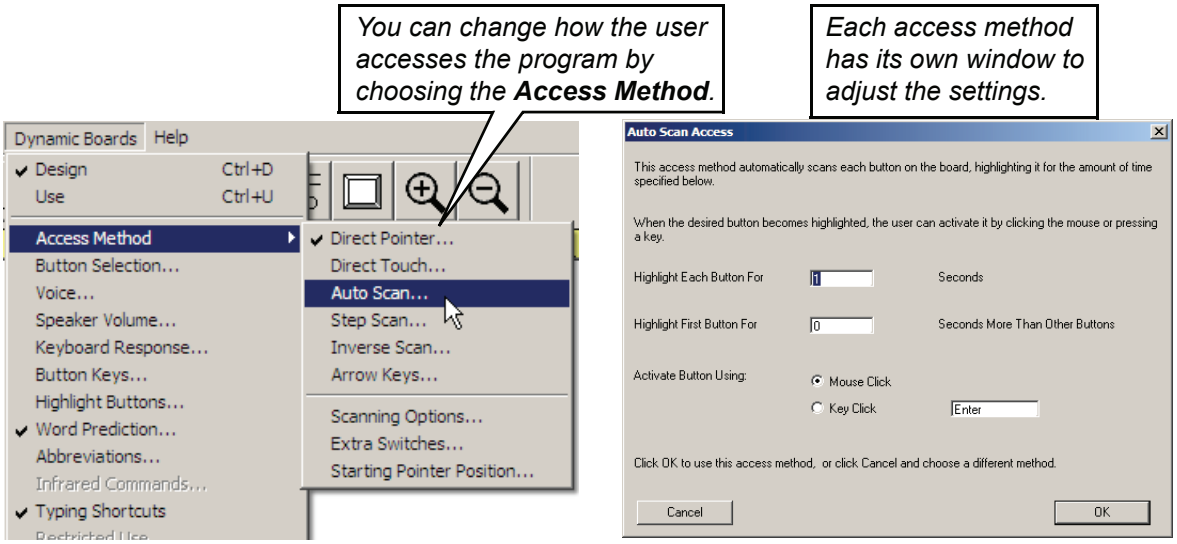


Low-Vision Access



Access Methods for Scanners

There are four access methods in the program that are designed for scanners: **Auto Scan**, **Step Scan**, **Inverse Scan**, and **Arrow Keys**. Each of these access methods can be configured to suit a user's specific needs. You will need to use a switch and/or switch interface with these access methods. Please refer to *Creating Scanning Groups* in *Chapter 22* for information on creating scanning groups.



Auto Scan

This is the most commonly used scanning access method. When enabled, the buttons on the board will highlight in a set order, one at a time. To make a selection, the user will hit a switch. The scanning rate, the time each button remains highlighted, can be set to meet the needs of the user.

Step Scan

Step scanning allows a user to more directly control button selection by allowing them to advance the scan as needed. The user advances the scan by hitting a switch. Button selection can be triggered either automatically, by dwelling on a button for a set period of time, or by using a second switch.

Inverse Scan

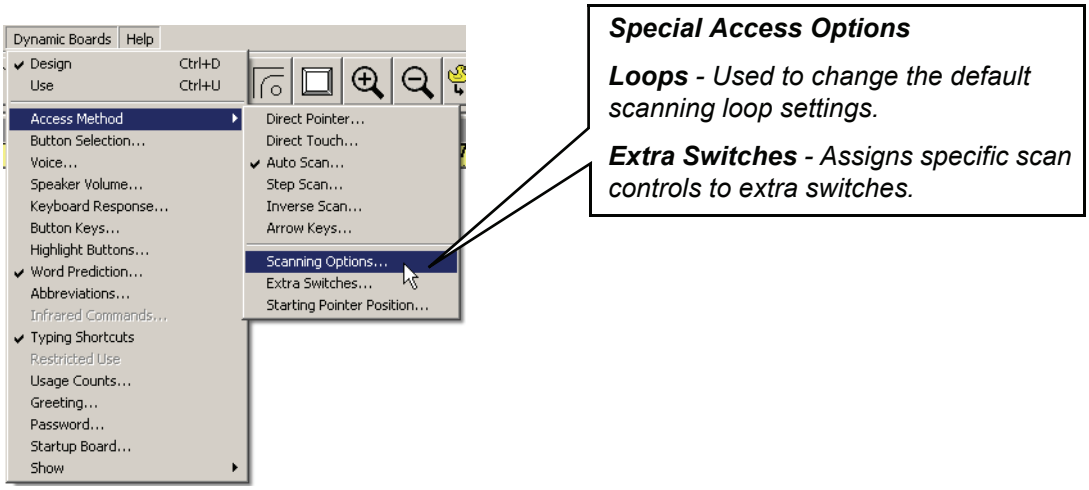
This scanning access method combines aspects of both the Step Scan and the Auto Scan methods. The scan highlight will move only while the user holds down their switch. Button selection can be triggered either automatically, by releasing the switch and dwelling on a button for a set period of time, or by using a second switch.

Arrow Keys

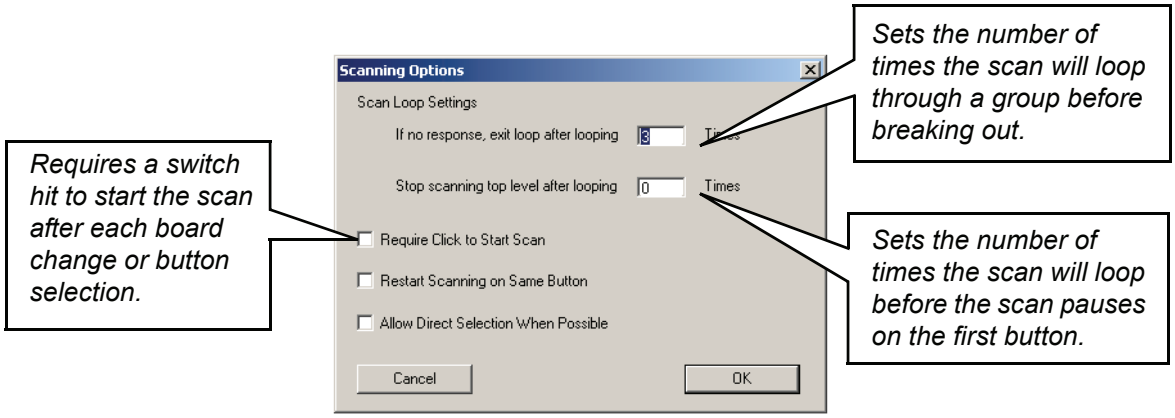
This scanning access method requires the use of the arrow keys on a keyboard or multiple switches. The user will control the direction that the scan highlight moves by using a switch or key to move up, down, right, and left. Button selection can be triggered either automatically, by dwelling on a button for a set period of time, or by using a fifth switch or key for selection. When the user encounters the last button in a row or column, the scan highlight will wrap around the screen and continue on the other side.

Special Scanning Options

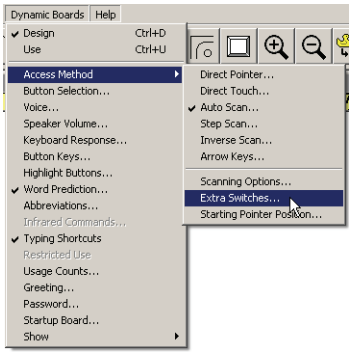
There are two advanced scanning features listed at the bottom of the **Access Method** submenu that provide advanced options for customizing scanning access.

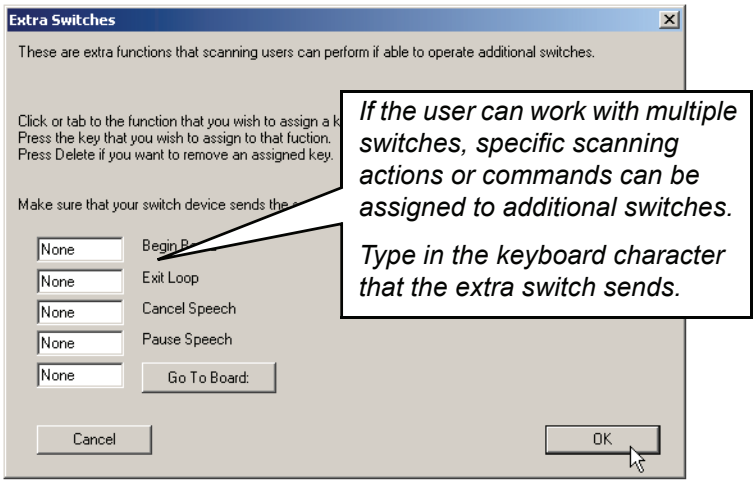


Loops



Extra Switches





If the user can work with multiple switches, specific scanning actions or commands can be assigned to additional switches.

Type in the keyboard character that the extra switch sends.

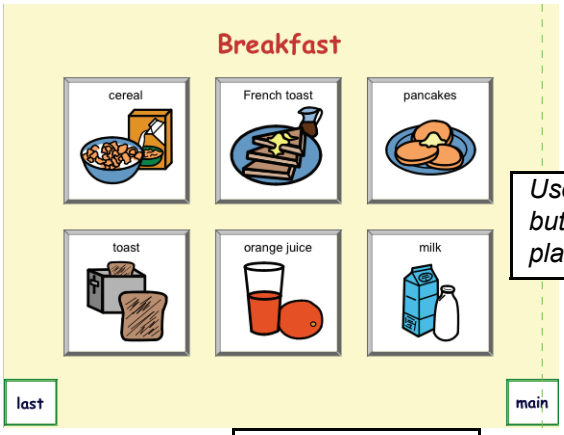
Design Aspects for Scanners

There are a variety of techniques and tools to help you organize the content of your boards. The suggestions provided below will help you create boards that scan more efficiently.

Layout

Use a consistent approach to the button layout of your boards. A consistent approach will help the user locate the desired buttons more quickly.

- Always place navigational buttons in the same location on each board.
- Some users may benefit by having the same layout and number of buttons on each board.
- When you have a board layout that works, save a blank copy of the board, lock it, and use it as a template for all future boards you create. Refer to *Appendix E - Creating a Template Board*.

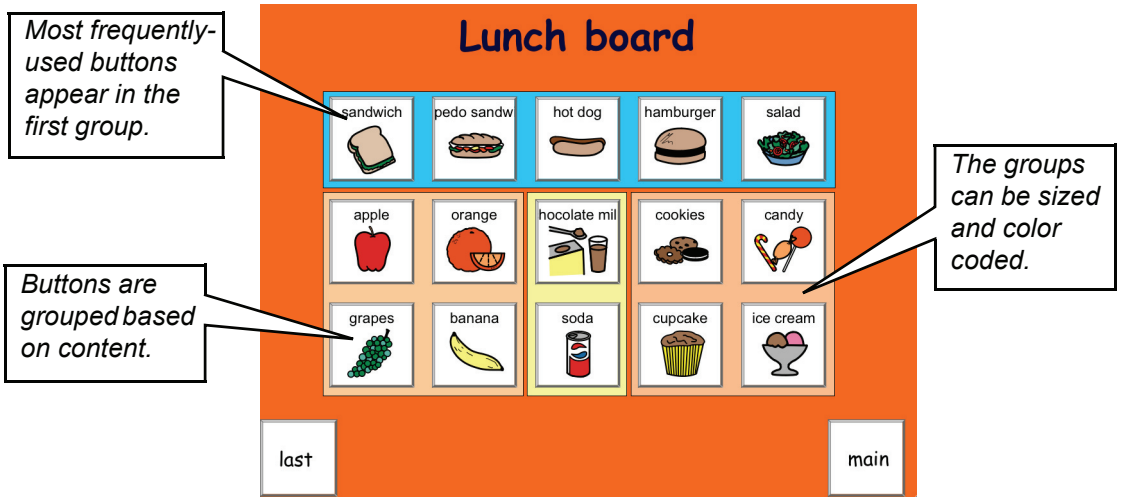


Use consistent button placement.

Keep your boards simple and clear.

Scanning Groups

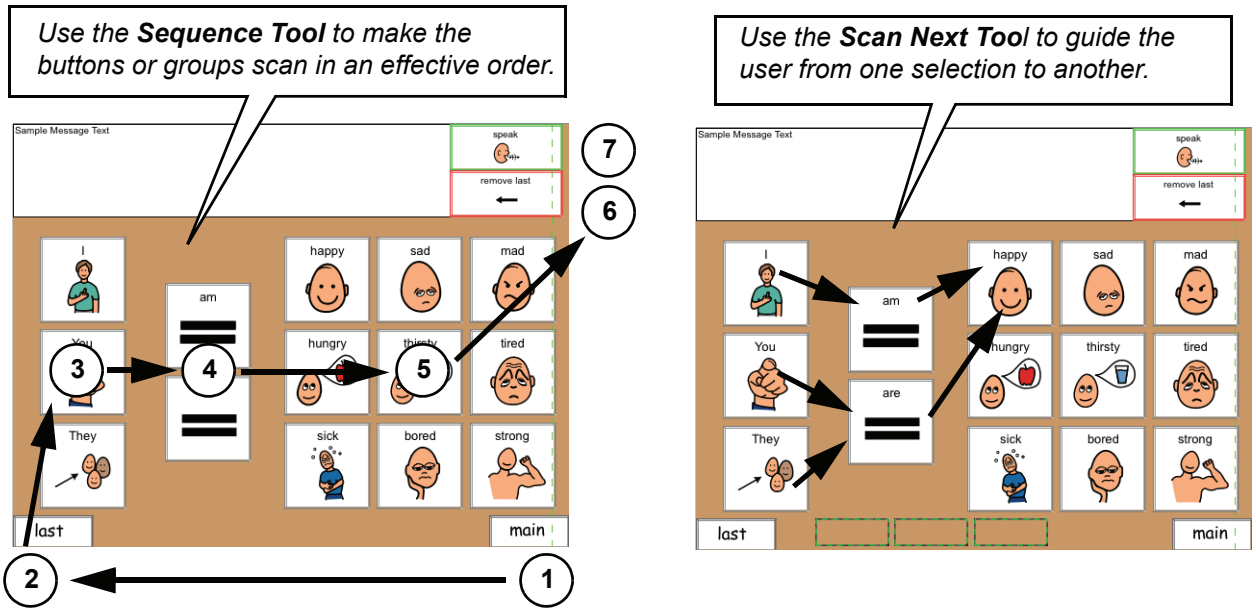
Use scanning groups to organize the buttons on your board to improve access speed and assist the user in understanding the available button choices. The effectiveness of scanning groups will depend on the user's cognitive skills and method of scanning access. Please refer to *Chapter 22 - Access Methods and Custom Scanning* for information on creating scanning groups.



- If a user has ten or more buttons on their board, scanning groups will probably speed their access.
- Create scanning groups around buttons based on content or function.
- When possible, you should place the most frequently used button choices in the first few scanning positions within a group.
- You can use your groups for visual organization by making the groups different colors or resizing them to make them visible around the buttons.
- If there are ten or more buttons in a scanning group, consider creating subgroups. (Be careful with subgroups. Using too many subgroups may actually slow down a user's access speed.)
- Depending on the number of times the scan is set to loop through a group before exiting, you may want to add an extra button to large groups that allows the user to exit the group without having to wait for the scan to automatically exit the group.

Modifying the Scanning Sequence

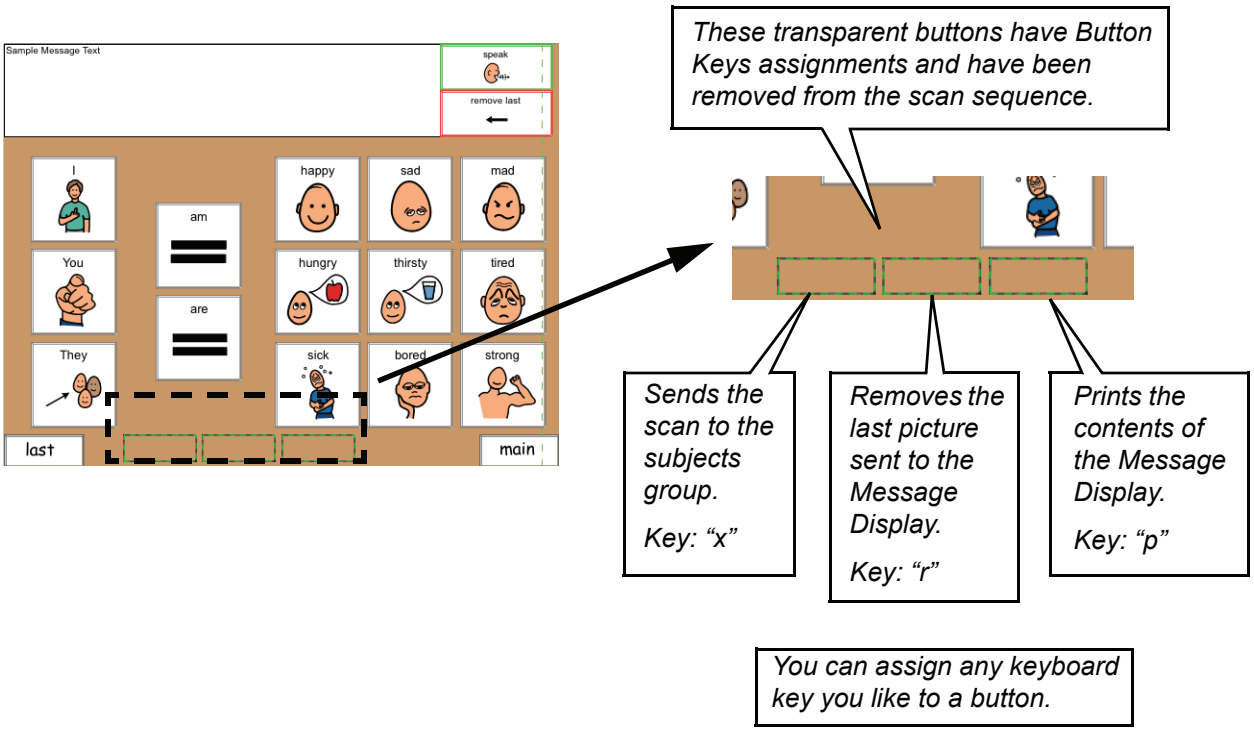
The Scan Tools allow you to customize the sequence and behavior of the scan on your boards. You can add structure to your boards by changing the scanning order and adding predictive scanning. Please refer to *Chapter 22 - Access Methods and Custom Scanning* for more information on the Scan Tools.



- Consider making the navigational buttons the first to be scanned on a board. This allows the user to quickly change boards if the current board is not the one desired.
- Use the **Sequence Tool** to set the scanning order for the groups and buttons on the board to guide the user through the natural order in which they should be selected.
- Use the **Scan Next Tool** to make the scan anticipate what choice the user may need to make after a button selection; predictive scanning.
- For visual reinforcement after a button selection, you may want the scan to stop so the button remains highlighted. To achieve this, use the **Scan Pause Tool** to set a type “A” scan pause on each button. When the user hits their switch again, the scan will start on the next button in the scanning sequence.

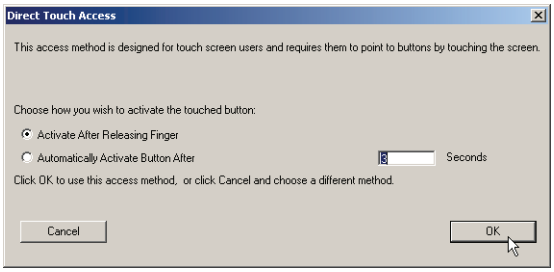
Using Button Keys to Assist a Scanner

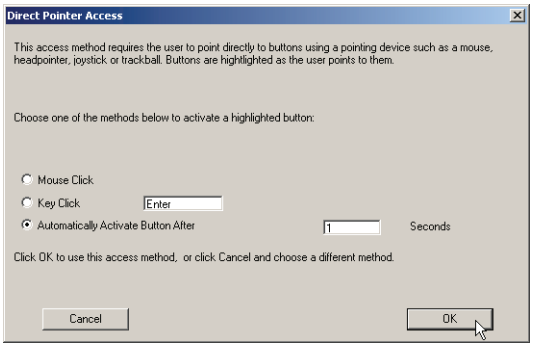
The **Button Keys** feature can be used in conjunction with the **Sequence Tool** to create buttons that can be accessed only by pressing keyboard keys. These buttons would not be visible to or accessible by the user, but would be available to someone assisting the user. You can assign actions to cancel speech, clear the display, exit a scanning group, print, etc. to these keyboard-activated buttons with the goal of helping the user successfully use the communication board. Refer to the *Button Keys* section in this chapter for more information on this feature.



Access Methods for Touchscreen Users

When using the program with a touchscreen, you will use either the **Direct Touch** or **Direct Pointer** access method. Each access method can be configured to support a user's specific physical needs.





Direct Touch

This access method supports users who rest or drag their hand on the touchscreen when making a button selection. Button selection can be triggered by either the user breaking contact with the screen or automatically, by dwelling on a button for a set period of time.

Direct Pointer

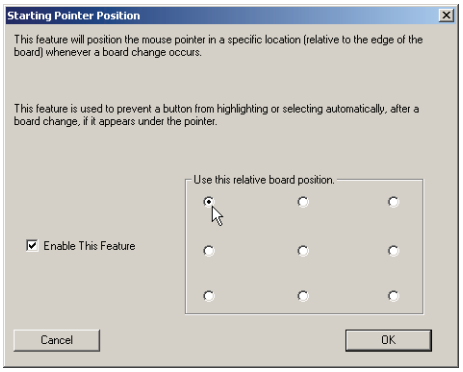
This access method supports users who can touch and remove their hand from the touchscreen. Button selection can be triggered by either the user making contact with the screen or automatically, by dwelling on a button for a set period of time.

Access Method Toggling

If the user is prone to fatigue due to direct selection on a touchscreen, you can provide them with a button to change their method of access (perhaps to some type of scanning). The button action **Access Method** (**Settings** tab) allows you to set and configure an alternate access method for the user. This button may also be helpful if the user needs to access a more complicated board, such as an onscreen keyboard, which may be difficult for them to access via direct selection.

Starting Pointer Position

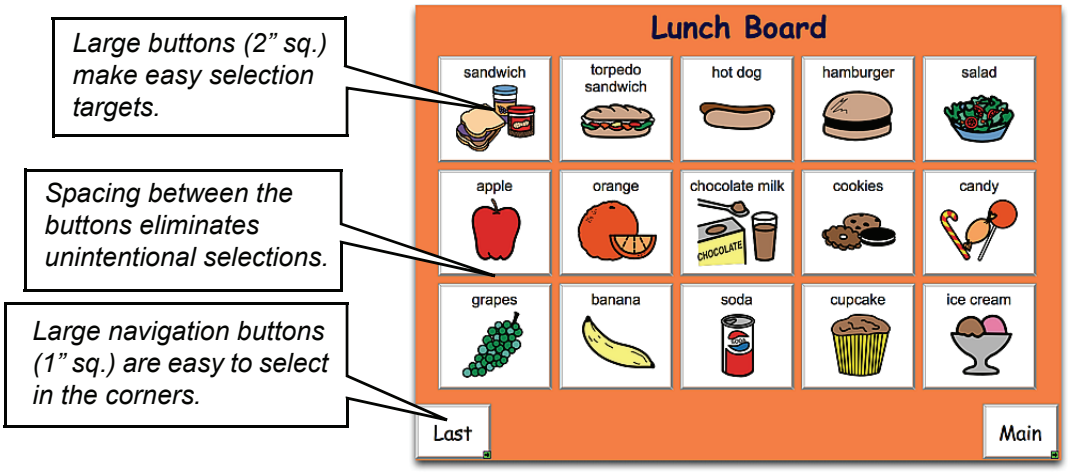
Use this feature to set the starting location for the pointer when the program starts and after a board change. You will want to set the starting pointer position to a location on your boards where no buttons are located. This feature corrects the problem where a button could automatically highlight or select because the pointer happens to appear on top of the button after a board change. Choose **Dynamic Boards > Access Method > Starting Pointer Position**.



Design Aspects for Touchscreen Users

Board Layout

Listed below are some suggestions to keep in mind when creating boards for a touchscreen user.



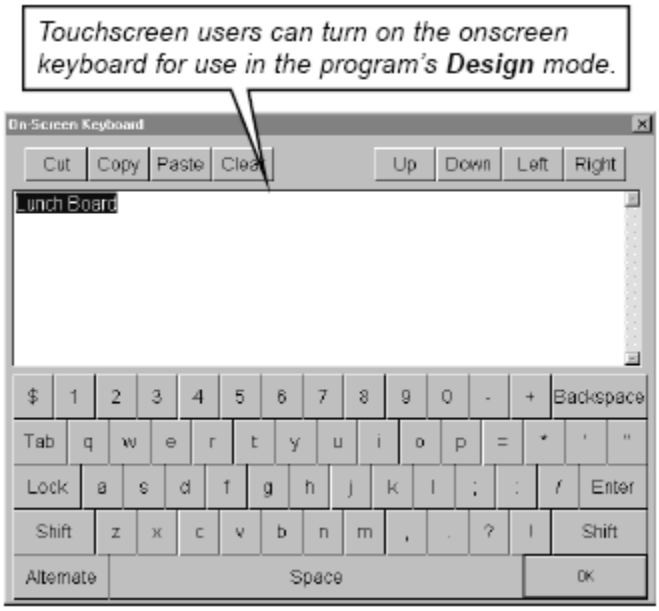
- Make the buttons large enough so that the user can hit the button and maintain steady contact within the button's border.
- A user with targeting problems may benefit from some degree of spacing between the buttons to act as a buffer against inadvertent button selections.
- Arrange the buttons on the boards to accommodate any limitations in a user's range of motion, e.g., if a user has trouble moving his/her hand up and down, arrange the buttons horizontally in a line.
- Make the most frequently used buttons the easiest for the user to reach and access.

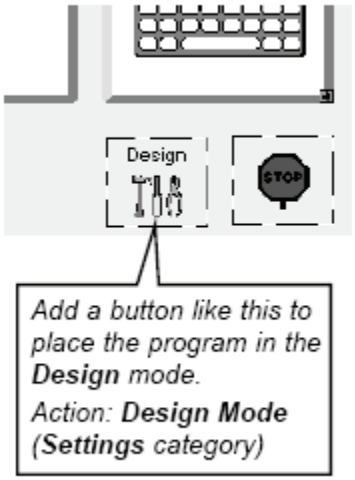
  Note: You can record the frequency of button use by choosing **Dynamic Boards > Usage Counts** and setting up the options in the dialog that appears.

- Try not to place small buttons in the corners of your boards. The corners of a touchscreen tend to be the least accurate in registering the correct position of a touch.

Designing Boards on a Touchscreen

The program has a variety of features that enable you to edit and create boards on touchscreen computers that do not have a standard built-in keyboard or mouse.





Onscreen Keyboard

Choosing **View > Use OnScreen Keyboard** lets you enter text and numbers with an onscreen keyboard when you are working in the **Design** mode.

Design Mode Toggle Button

The menu bar can be difficult to access with a finger. You may want to place a button assigned the **Design Mode** action (**Settings** category) on at least one of your user's boards to allow you to switch into the **Design** mode. In the event you don't have access to a **Design** mode button, you can triple-tap the very upper left corner of the screen in order to enter the **Design** mode.

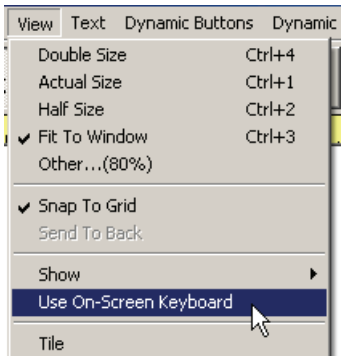
Pointer Tool Shift Lock

When the on-screen keyboard is in use, double-tap on the **Pointer Too**l to activate the shift lock. This feature allows you to make multiple selections as if you were holding down the **Shift** key on the keyboard while clicking on various items to be selected. Double-tapping on the **Pointer Tool** again will turn off the shift lock.

On-Screen Keyboard

The application includes an on-screen keyboard that will allow you to type text on computers that have a touchscreen, but no keyboard.

Choose **View > Use On-screen Keyboard** to turn this feature on..

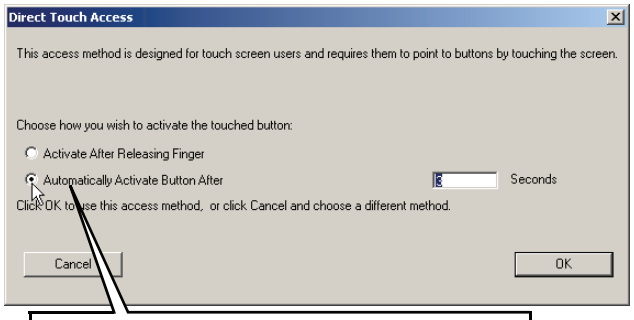


Working with Head-Tracking Device Users

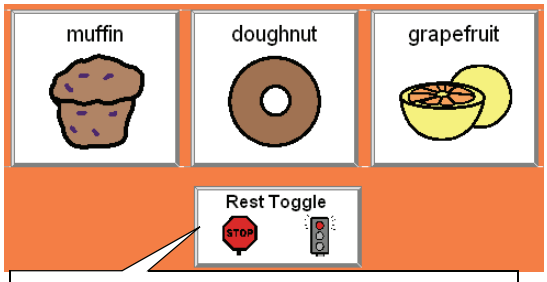
Head-tracking input devices allow users to manipulate the cursor on the computer screen by simply moving their head. Head-tracking devices behave like a mouse or trackball except the user is not in physical contact with the computer. A timed dwell select access method and a special button action are provided to support this type of user access.

Access Method

Since these devices emulate a standard mouse, you will use the **Direct Touch** access method. Typically, the **Automatically Activate Button After** option (dwell selection) should be used with an appropriate dwell time. The problem with using dwell selection is that it is always on, so the user has to make a conscious effort to keep the pointer off of any buttons to avoid making unwanted selections. The Rest Toggle button action (**Settings** tab) is provided to address this problem. By selecting a rest toggle button, the user can temporarily disable the dwell selection for all buttons on the board except the rest toggle button. This allows the user to freely move his/her head until ready to communicate, in which case he/she would dwell on the Rest Toggle button again to re-enable the dwell selection.



Most head tracking device users will use a dwell select as their selection option.

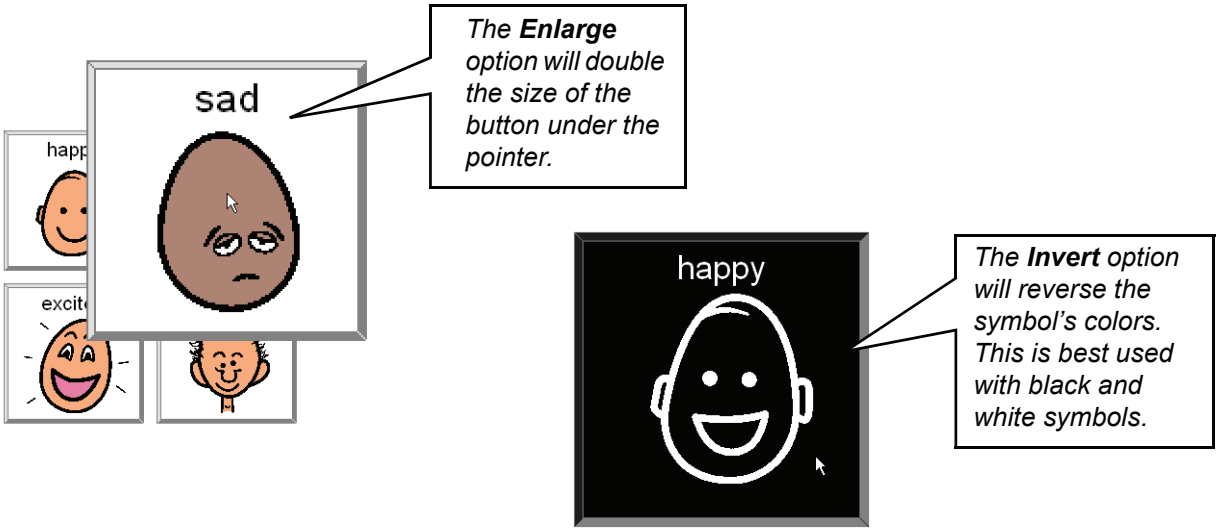


Add a button like this to toggle on and off the dwell selection.
*Action: **Rest Toggle** (**Settings** tab)*

Design Aspects for Users with Low Vision

The program provides features which will help support users with low vision. The suggestions in this section may be applied to any user's boards to provide additional selection prompts.

- If you need to use large buttons and are having a difficult time fitting all the necessary buttons on a board, move some of the buttons onto PopUp boards to simplify the original board's appearance.
- Turn on the Enlarge option in the **Highlight Buttons** dialog. You can open this dialog by choosing **Dynamic Boards > Highlight Buttons**. You can also specify the magnification level.

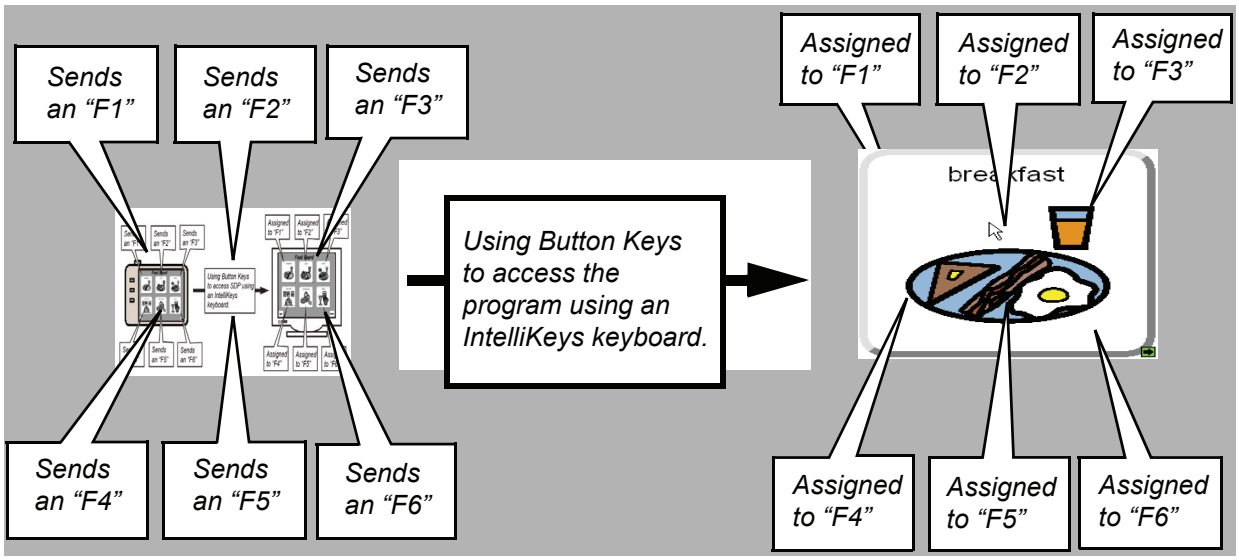


- Some users may have an easier time seeing white symbol outlines that appear on a black button background. Try using **Invert** or one of the other highlighting options in the **Highlight Buttons** dialog.
- Users with severe visual needs should make use of the audible cue features. By using audible cues, a user may not even need to see the screen in order to access the program.

Button Keys

Through the use of Button Keys, buttons on your boards can be selected by pressing specific keys on the keyboard. This feature might be used to provide access through an IntelliKeys keyboard, as a quick method for a typer to access frequently used buttons, or to provide an aide access to buttons needed to assist the user.

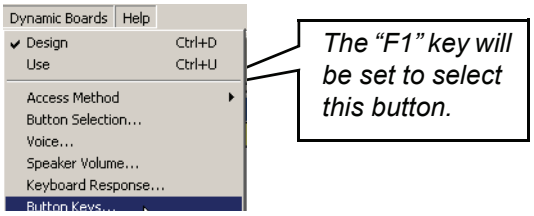
Any button on a board can be assigned a selection key. The same key should not be assigned to multiple buttons. Once a key is assigned to a button, that key will no longer perform its normal function while that board is in use, i.e. if the "k" key is assigned to a button, the "k" key can't be used to type a "k" into a display on that board. A Button Key Toggle can be used to turn on and off the Button Keys feature.



1

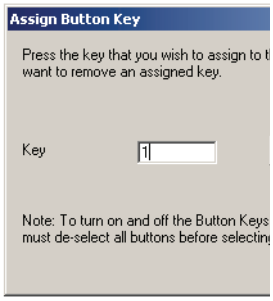
Assigning a Button Key

Select the button that you want to assign a Button Key to.



2

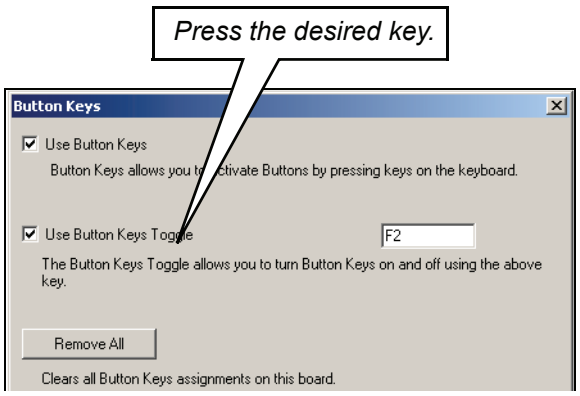
Select **Button Keys** in the **Dynamic Boards** menu.



3

Press the **F1** key on the keyboard. Click on the **OK** button when finished.

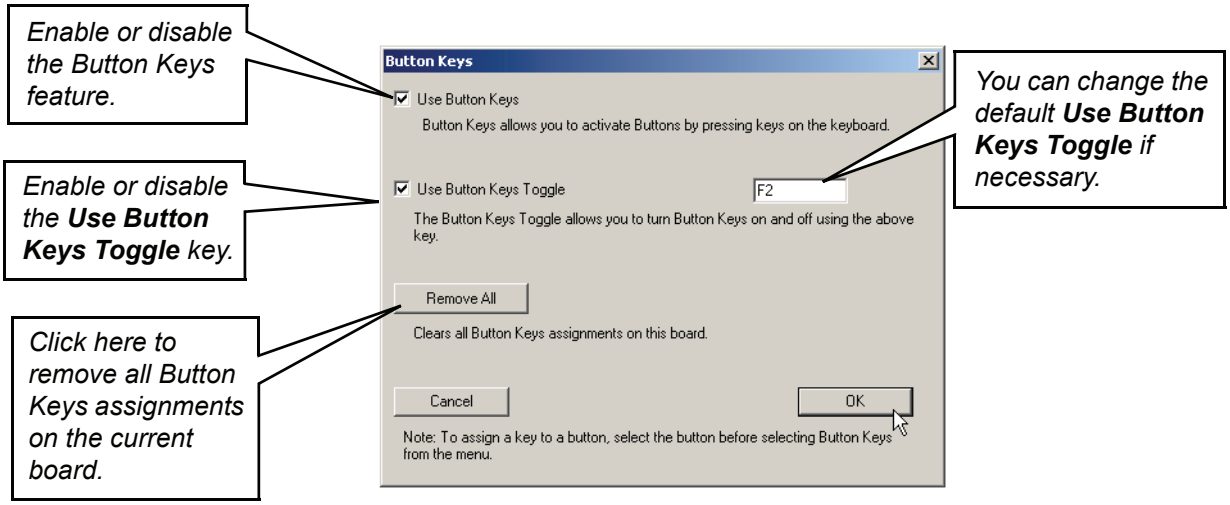
The **F1** key is now set to select the "breakfast" button regardless of the user's method of access.



4

Turning On and Off Button Keys

A different **Button Keys** window will appear if no buttons on the board are selected when **Button Keys** is selected in the **Dynamic Boards** menu. In this case, the **Button Keys** settings window will appear.



Additional Program Features that Assist User Access

Button Selection and Keyboard Response

Users who are unsteady or are prone to making unwanted button selections will benefit from the options within within the **Button Selection** and **Keyboard Response** dialogs which can be opened from the **Dynamic Boards** menu.. These options allow you to fine-tune when the program will accept or ignore switch hits, keystrokes, or other forms of input made by the user to minimize unwanted button selections.

Please refer to the appropriate section in *Chapter 22 - Access Methods and Custom Scanning*.

Using Audible Cues

All the buttons and groups on a user's board can be configured to provide an audible cue about their message or function. The audible cues can be either spoken (synthesized) or recorded. Audible cueing is extremely helpful for users who have visual difficulties or simply need the reinforcement of a spoken cue to assist them in making button selections.

Your audible cues should be short so they don't needlessly delay the user in scanning through the button choices.

- If you want to use a set of boards that utilize audible cues with a user who does not need them, you can turn off the cues by muting **Preview Sounds** in the **Speaker Volume** settings. Refer to *Chapter 19 - Other Useful Program Featuress*.
- You may want to use a different synthesized voice for the spoken cues and for the final spoken messages. This will help the user and the communication partner distinguish between the two. Refer to *Chapter 19 - Other Useful Program Features*.
- You can set the volume for the audible cues to be softer than that of the final communication messages. The cues can even be set to play through an earpiece or pillow speaker so only the user can hear them. Refer to *Chapter 19 - Other Useful Program Features*.

Audible Feedback

The program provides audible feedback sounds for button activation and button scanning. Audible feedback sounds assist the user in tracking the scan and reassuring them that they were successful in selecting a button.

- You can change the volume of the audible feedback sounds or mute them entirely if necessary. Refer to *Chapter 19 - Other Useful Program Features*.
- The audible feedback sounds can be changed, if desired. Rename the new wave sound files as **SDP Button Scan.wav** and **SDP Button Click.wav**, and replace the original sound files in the **SDP Externals** folder. Be sure to keep the sounds very short in duration or they will slow down the button selection process.

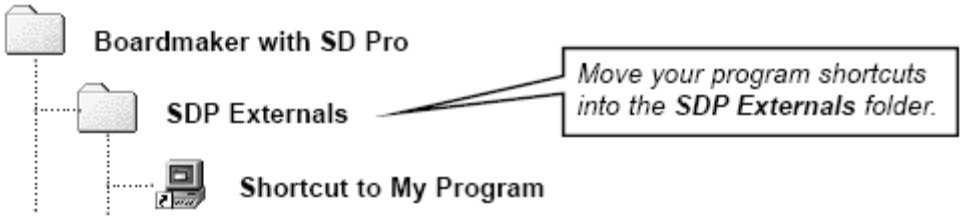
Disabling Buttons Using the Sequence Tool

You can use the **Sequence Tool** to exclude certain buttons from the scan sequence which also makes them unselectable to a direct selector. This allows you to tailor an activity by making only a specific topic or vocabulary buttons on a board selectable by the user. You can also do this to limit the boards a user has access to during class time by removing certain buttons from the scanning sequence on their main board.

Launching Applications

You can launch other applications, documents, or files from the program by linking the program or file to a button. You can create a launcher button by using the **Launch Application** action (**Cool Stuff** category) and selecting the appropriate shortcut.

Note: You must first make a shortcut to the program or file and place it in the **SDP Externals** folder. Refer to *Chapter 16 - Other Useful Program Features*.



Bookmarks

Users can bookmark a board they may need to return later. Selecting a button assigned the **Set Bookmark** action (**Change Board** category) places the bookmark on the current board. Selecting a button assigned the **Return to Bookmark** action (**Change Board** category) opens the bookmarked board. There is only one bookmark, so each time you place the bookmark on a new board you will lose the link to the previously bookmarked board.

Speaker Volume

This option, found under the **Dynamic Boards** menu, allows you to change the volume of the **Normal Sounds** (spoken messages or recorded messages), **Preview Sounds** (audible cues), **Button Click Sounds** (activation), and **Button Scan Sounds** (movement). There are also controls for configuring how various sounds will be played through the computer's speakers or through headphones or amplified speakers plugged into the computer's speaker jack.

If you want to play audible cues through headphones or a pillow speaker so only the user can hear them, you will use this window to specify what sounds will be heard where. The **Separation of Sounds** option you choose will depend on the type of computer you are using. Refer to *Chapter 16 - Other Useful Program Features*.

Setting Up SDP for Multiple Users on the Same Computer

If you are using SDP on a single computer to support multiple users, you will typically have a separate folder of boards for each user. In each user's folder of boards you can create a custom preference file, message files folder, or dictionaries folder to preserve that user's individual program settings. Starting the program by

double-clicking on one of the user's boards, or a shortcut to a board, will make the program use the preference or dictionaries files that located in that user's folder.

To create a custom SDP preference file for a user:

Make a copy of the **PrefsSDP** file which is typically located in your **My Documents** folder. (If you can not find the file there, locate the **My Boards** folder used by SDP and the **PrefsSDP** will be saved in the same location.) This file contains all of the user's specific program settings. Paste the copy of the **PrefsSDP** file into your user's folders of boards.

To create a custom SDP Message Files folder for a user:

Make a copy of the **SDP Message Files** folder which is typically located in the **Program Files/Boardmaker with SD Pro** folder. Any documents saved by the user will be saved into this folder. Paste the copy of the **SDP Message Files** folder into your user's folders of boards.

Note: You must start SDP by double-clicking on one of the boards in the user's folder to make the program use the **PrefsSDP** file, or **SDP Message Files** folder contained in that folder. Once the program is running, any setting or dictionary changes you make in SDP will be save to the files in that user's folder.

Appendix A
Keyboard Shortcuts

Most of the keyboard shortcuts and key modifiers listed below are also listed in the application's various menus next to their respective commands.

Draw Window	
Ctrl + D *or* **ESC**	Enter the Design Mode
Ctrl + U	Enter the Use Mode
Ctrl + N	New board
Ctrl + O	Open a board
Ctrl + S	Save a board
Ctrl + P	Print a board
Ctrl + Q	Quits the application
Ctrl + Z	Undo (negates the results of your last action)
Ctrl + A	Select all
Ctrl + X	Cut the selection
Ctrl + C	Copy the selection
Ctrl + V	Paste from the clipboard
Ctrl + G	Create a scanning group around the selected buttons
Ctrl + R	Show rulers
Backspace *or* **Delete**	Delete the selection
Ctrl + 1	Actual size window view
Ctrl + 2	Half size window view
Ctrl + 3	Reduce to fit view
Ctrl + 4	Double size window view
Ctrl + B	Open Symbol Finder
Ctrl + F1	Select Pointer Tool
Ctrl + F2	Select Button Sprayer Tool
Ctrl + F3	Select Button Tool
Ctrl + F4	Select Line Tool
Ctrl + F5	Select Text Tool
Ctrl + F7	Select Freeform Tool
Ctrl + →	Open next board in folder
Ctrl + ←	Open previous board in folder
Ctrl + F6	View the next open board

With Text Selected	
Ctrl + "+"	Increase the font size
Ctrl + "-"	Decrease the font size
Tab	Select all Text

With Symbolate Text Selected	
Ctrl + "+"	Increase the symbol size
Ctrl + "-"	Decrease the symbol size

Symbol Finder	
Ctrl + T	Display thumbnail view
Ctrl + L	Select categories
→	Next image in search
←	Previous image in search
Ctrl + H	Change Line 1 to "Hidden"
Ctrl + 1	Change Line 1 to "English"
Ctrl + (**2 - 9**)	Change Line 1 to corresponding language
Ctrl + Shift + **C**	Copy current symbol as a bitmap instead of a metafile
Ctrl + Shift+F11	Show MJ Special dialog
Ctrl + Shift+F12	Show MJ Special (extended) dialog

Pasting Images	
Ctrl + paste	Size for a 2" x 2" button
Shift + paste	Use native resolution
Alt + paste	Suppress the label

Shuffle Buttons	
Ctrl + Shuffle	Make sure every button changes place

Swap Buttons	
Alt + drag	Swap buttons

Resizing Buttons

Ctrl + resize	Resize contents
Shift + resize	Maintain the aspect ratio
Ctrl + **AltOpt** + resize	Resize contents (excluding text)

Symbolate

Esc	Open Symbolate Candidates dialog
"_"	Insert a space without creating a new word-symbol pair
Alt + typing	Don't resymbolate the text
Alt + "_"	Insert an underscore instead of a pseudo-space

Freeform Button Tool

Ctrl + click	Set a vertex for a polygon
Shift + select polygon in Corner Tool	Make the polygon regular

Selection with Pointer Tool

Shift + click (no items selected)	Select the button
Shift + click (items selected)	Select/deselect additional item/button
Shift + click (stacked item selected)	Select all stacked items
Ctrl + drag	Select and move button in one step

Appendix B
Button Actions

Button actions are listed by action category.

Basics
Speak Message
Type Message
Play Recorded Message
Change Board
Change Board Back
Text Preview
Spoken Preview
Recorded Preview
Clear Message Display
Picture Button

Message
Type Message
Say Message
Say Selection
Delete
Remove Last Message
Clear Message Display
Select All
Cut
Copy
Paste
Print Message
Capitalize Next
Caps On
Caps Off
Picture Button
Picture Speech
Picture Sound
Expand Abbreviation

Message Files
New Message File
Open Message File
Save Message File
Save Message File As
Delete Message File
OK
Cancel
Next Message File
Previous Message File
Message File Name
Speak File

Board Change
Change Board
Change Board Forward
Change Board Back
Return to Last Board
Set Bookmark
Return To Bookmark
Go To PopUp Board

Text & Cursor
Move Up
Move Down
Scroll Up
Scroll Down
Move Left Char
Move Left Word
Move Left Sentence
Move Left Return
Move Begin
Move Right Char
Move Right Word
Move Right Sentence
Move Right Return
Move End
Select Left Char
Select Left Word
Select Left Sentence
Select Left Return
Select Left Begin
Select Right Char
Select Right Word
Select Right Sentence
Select Right Return
Select Right End
Retract Left Char
Retract Left Word
Retract Left Sentence
Retract Left Return
Retract Right Char
Retract Right Word
Retract Right Sentence
Retract Right Return

Settings
Normal Volume Up
Normal Volume Down
Preview Volume Up
Preview Volume Down
Use Loud Settings
Use Soft Settings
Access Method
Design Mode
Rest Toggle
Word Prediction Toggle
"Typing Shortcut Setting
Reset Stopwatch
Use Voice 1
Use Voice 2
Use Voice 3
Use Voice 4
Quit
Shutdown

Variables
Speak Message
Type Message
Play Recorded Message
Assign Variable
Assign Variable From
Display
Adjust Variable
Speak Variable
Type Variable
If
Else if
Otherwise
End if
Variable To Quick Text
Comment

Quick Actions
Quick Text
Quick Speak
Display To Quick Text
Quick Text To Display
Variable To Quick Text
Quick Picture
Copy To Quick Picture
Quick Record
Set Quick Record
Quick Day
Quick Date
Quick Time
Speak Day/Date/Time/
Prediction
Type Day/Date/Time

Cool Stuff
Launch Application
Play Movie
Random
End Random
Pause Speech
Cancel Speech
Set Button Picture
Set Button Label
Set Button Properties
Delay
Activate Macro
Speak File

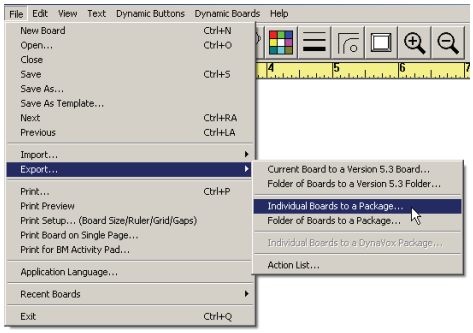
Appendix C
Exporting and Importing Board Packages

You may want to transfer a collection of Boardmaker boards to someone from one computer to another. In previous versions, there was no easy and efficient way to share your boards with others.

Now individual boards or an entire folder of boards can be "packaged" into a single compressed file that can be transferred easily. Once transferred, a package must be imported before the boards are ready for use.

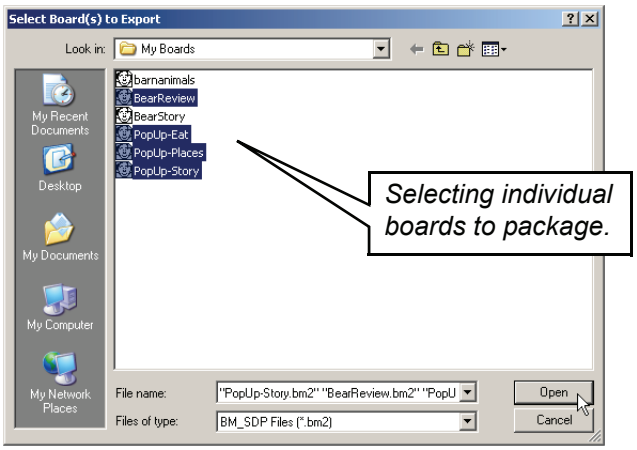
Exporting a Board Package

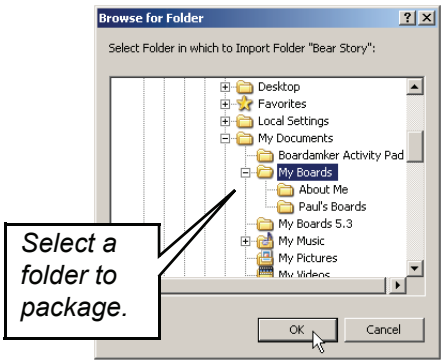
1 Choose **File > Export**. Then choose either **Individual Boards to a Package** or **Folder of Boards to a Package** from the submenu.



2 Select a board, multiple individual boards or a folder of boards to be packaged as appropriate for the export option you selected.

Click the **Open** or **Choose** button when finished.





Tip: Multiple boards can be selected by holding down the **Control** (**Ctrl**) key on your keyboard while clicking on the individual boards.

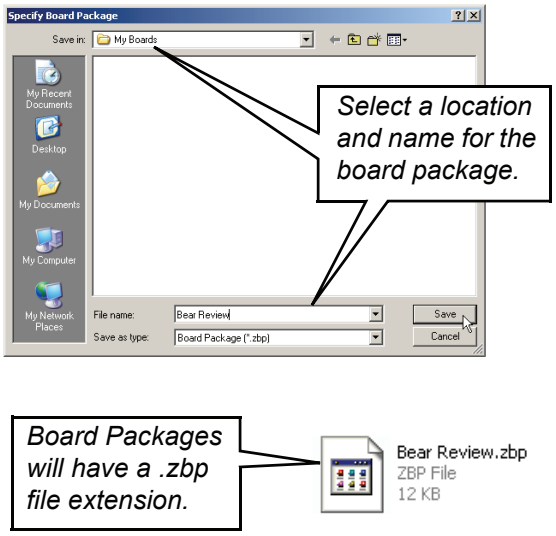
Note: Any multimedia files (i.e., sounds, videos) associated with the selected boards will automatically be included in the board package.

3

Select a location and enter a name for the packaged board. By default, the application will attempt to save board packages in your **My Boards** folder.

Click the **Save** button.

The board package can now be emailed, transferred to a memory stick, transferred over a network, archived as a backup, etc.



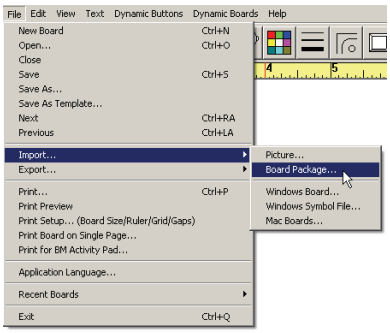
4

Importing a Board Package

A compressed board package must be imported before the boards it contains can be used.

Choose **File > Import > Board Package**.

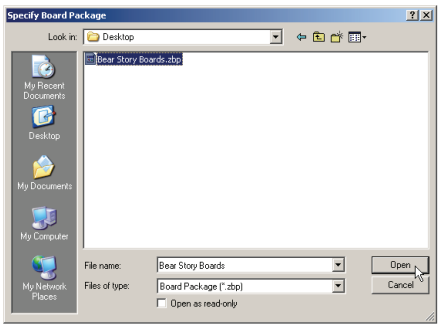
Note: Board packages can only be imported by version 6 and later of the application.



5

Select the package file then click the **Open** button.

Note: Board Packages have a .zbp file extension.

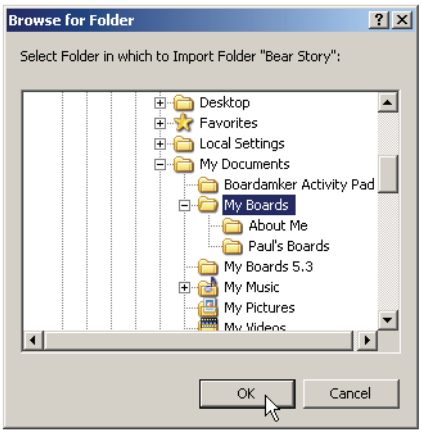


Select the location where the imported boards will be saved. The default location will be the **My Boards** folder, but another location can easily be selected.

Click the the **Choose** button. The board package will be expanded here.

6 Choose **File > Open** to open one of the imported boards.

Note: If you attempt to import a board or a folder that has the same name as a board or a folder which already exists in the selected location, you will be asked if you want to overwrite that board or folder.



Appendix D
Exporting Boards to Version 5.3

Due to the addition of exciting new features in version 6, the file format of the saved boards has changed. Although this makes version 6 boards incompatible with version 5 of the application, there is a way to share boards created in version 6 with version 5.3 users. If you want to open a board or boards created in version 6 in version 5.3, you will first have to "export" them using the appropriate **Export** option in the **File** menu.

Note: Version 6 of the application can directly open version 5 boards without needing to use the export/import options. Whenever possible, version 6 will attempt to save boards in the version 5.3 format to maintain backward compatibility.

1

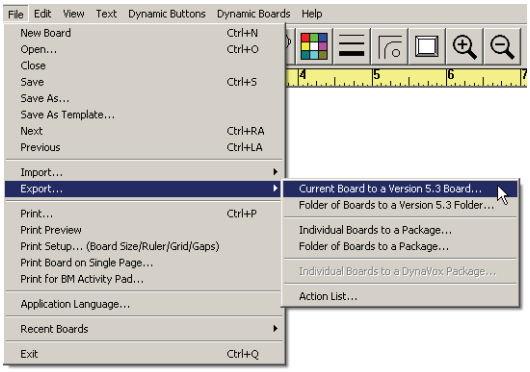
Boardmaker lets you export a single board or a folder of boards.

To export the currently open board, choose **File > Export > Current Board to a Version 5.3 Board**.

Note: If you have not yet saved the board, you will be prompted to give your board a name and select a place to save it.

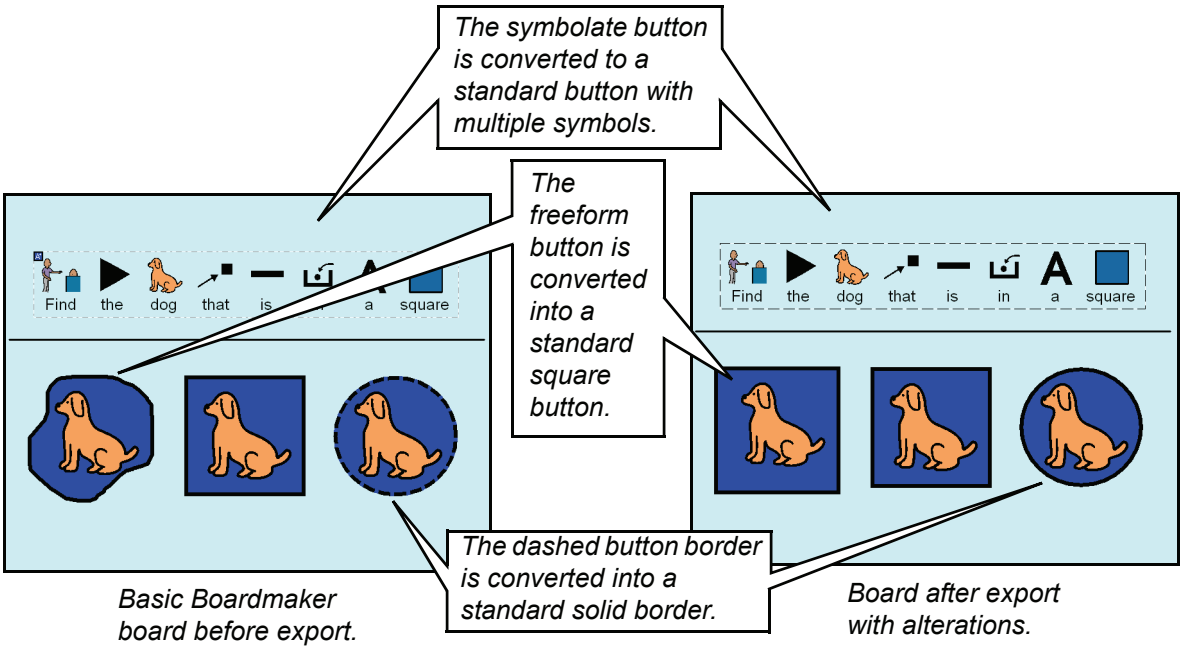
To export a folder of boards, choose **File > Export > Folder of Board to a Version 5.3 Folder**. This will create a folder with the same name as the target folder with "5.3" appended to it.

Note: The new folder will be placed in the same folder as the target folder.



2

The exported board or folder of boards can then be transferred to a computer with version 5.3 Boardmaker on it, and the board or folder of boards can be opened directly.



Caution: If the exported boards contain features that are not supported in version 5, the export function will warn you about the incompatibilities. If you choose to proceed with the export process, the incompatible features will either be stripped out or replaced with reasonable alternatives.

Boardmaker version 6 features not supported in version 5.3:

- Dashed lines
- Symbolate buttons
- Freeform buttons (replaced with rectangles)
- Background image anchors

Boardmaker Plus! and SDP version 6 features not supported in version 5.3:

- Movable buttons
- Open board actions
- Macros
- Advanced variables (embedded, numeric, system)
- Advanced conditional statements
- Nested, not selectable, hidden buttons, and button names

Version 6 button actions not supported in version 5.3:

- Change Board Back
- Change Board Forward
- Quick Record
- Set Button Label
- Set Button Properties
- Reset Stopwatch
- Quick Type
- Quick Picture
- Adjust Variable
- Set Button Picture
- Read with Highlighting
- Activate a Macro

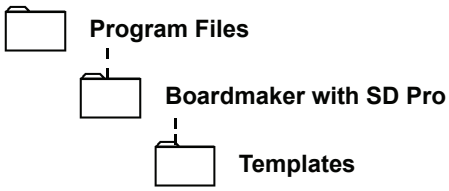
Appendix E
Creating a Template Board

Template boards are set up to prevent users from saving over them. You can turn any board you create into a protected template board.

1

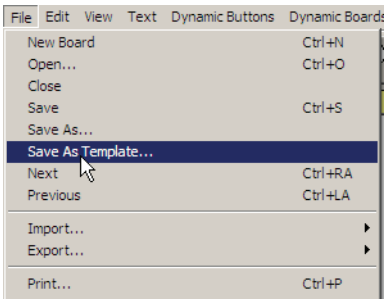
All template boards are stored in the **Templates** folder. They can be found in the **Boardmaker with SD Pro** folder (typically in **C:\Program Files**).

You can create your own subfolders in the **Templates** folder to help organize your templates.



2

Once you create a board that you want to keep as a template, choose **File > Save as Template**.

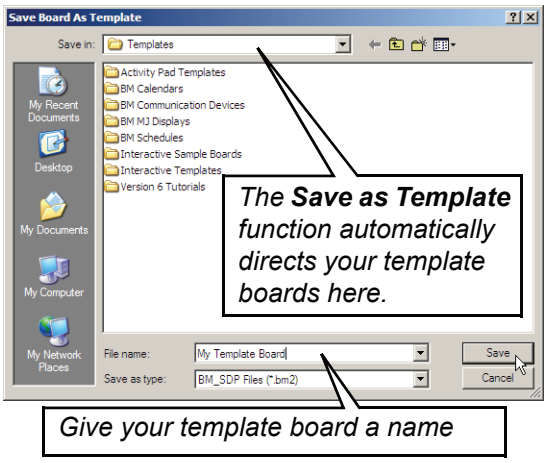


3

Enter a name for your new template and save it in the **Template** folder of an appropriate subfolder.

Click the **Save** button. Your template will now be automatically saved and designated as "read only".

When your template board is opened, it will appear as an untitled board. This forces the user to give the template board a new name every time it is used, preserving the original.

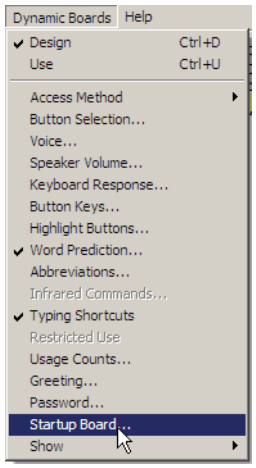


Appendix F
Launching a Board at Computer Startup

Your computer, at startup, can be set to automatically launch a specific the program board. This is especially useful on a computer that is dedicated to providing communication for a set user.

1

Open the board you want the program to open on startup. Choose **Dynamic Boards > Startup Board**.



2

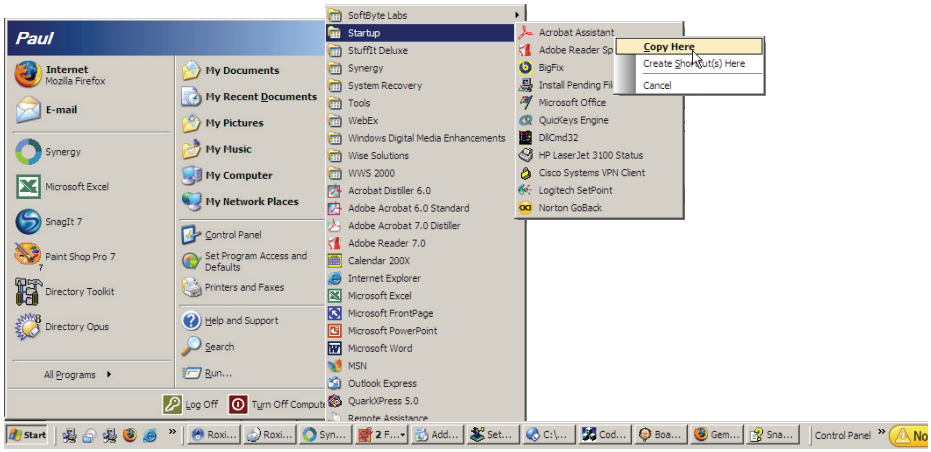
Click the **Use Current Board** button; then click the **OK** button. Now when you launch the program, it will automatically open the specified board in the **Use** mode.

NOTE: You can change or remove the startup board any time using the steps above.



3

On the desktop, right-click the the program shortcut and hold the mouse button down. Drag the shortcut to **Start > Programs > Startup** then position the shortcut in the **Startup** submenu, then release the right mouse button. In the contextual menu that appears, select **Copy Here**.



4

Your computer is now set to automatically launch the the program board you set with the program in the **Use** mode.

Appendix G
Advanced Board Construction Tips

The following tips are provided to help experienced the program users save time when constructing boards.

Spraying Already Programmed Buttons

If you need to create several buttons that all perform the same set of actions but differ only in their content, it can be faster to create one button and assign it the necessary actions first, then use the **Button Sprayer Tool** to create a grid of copies. Now, all you need to do is edit the content of each button since the necessary actions are already assigned to each copied button. Refer to *Quick "Use Button Text" Board*s to see the basic steps of this approach to board building.

Modifying an Existing Board and Saving it with a New Name

If you like the way a particular board looks or functions, you can make a copy of the board and customize its content to meet your specific needs. To quickly make a copy of a board, use the **Save As** command in the **File** menu to save a copy of the board under a new name. You can then freely change the content of this newly-named copy without affecting the original board.

Copying and Pasting Buttons Between Boards

The program will allow you to open and view numerous boards simultaneously. This makes it very easy for you to copy and paste already-programmed buttons from one board to another.

Tip: If you want to use an existing set of boards with a new individual, but need to reduce the number of topic choices on the main board, you can cut the unwanted buttons from the board and paste them onto a new board for storage. The topic buttons on the storage board can then be added back to the main board as the user is able to handle more vocabulary.

Right-click Feature

Right-clicking over a button, a symbol, text, the Message Display, the Preview Display, or the background will provide an additional menu for editing the selected item.

Using the Placement Cursor

Use the **Placement Cursor** to click and drag out a marquee box that is the desired size and in the correct position. The pasted symbol will be scaled to fill that marquee box.

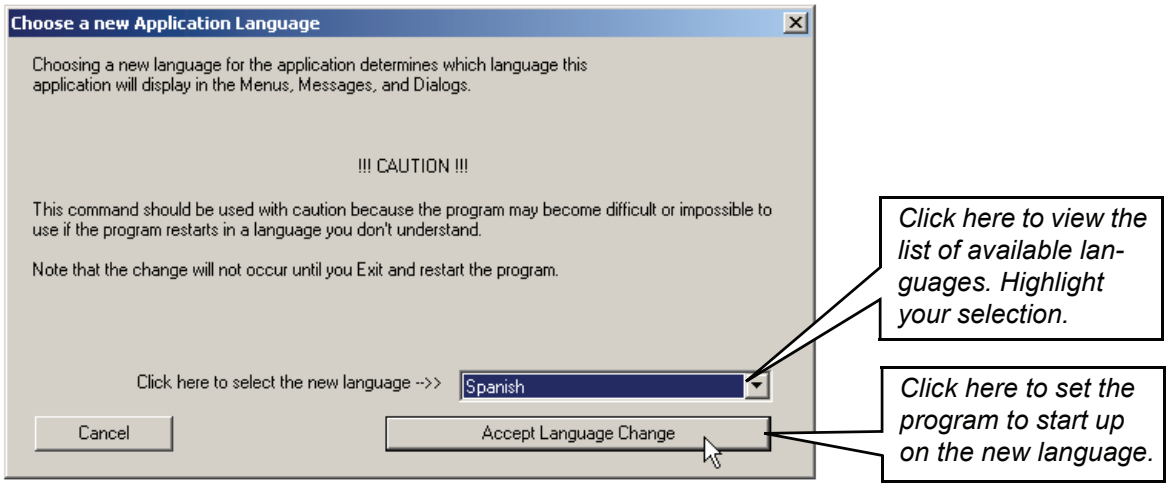
Note: This feature is best used when you are not working wih only the symbol and not the symbol text and symbol. Use the **Tab** key and delete the text in the **Alternate Symbol Names** field or set the **Line 1 Language** to **Hidden**.

Appendix H
Application Language

The menus, messages, dialogs, and supporting files and folders in the program can be displayed in a variety of languages. The program retrieves all its text from special language resource files. You can set the program to use any currently available language resource file to translate the program's text.

NOTE: If you are using Windows NT, 2000, XP, or Vista you must have administrator privileges to change the application language. Consult your network administrator.

From the **File** menu select **Application Language**. The dialog box shown below will appear.



1

Click on the pop-down menu to view the list of languages currently available. Highlight the language that you want to use.

NOTE: Additional language resource files may be available in the future. Contact Mayer-Johnson, Inc. for information on available languages.

2

Click on the **Accept Language Change** button. The program is now set to start up using the language you selected.

Quit and restart the program to apply the language change.

NOTE: Because changing the application language also renames some of the supporting files and folders, it is strongly recommended that you quit and restart the program immediately.

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